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ABSTRACT

The Montana State University's 1974 faculty handbook outlines the history and scope of the university within the Montana state higher education system. The document details the administrative organization; the faculty organization and operation; personnel policies including appointments, tenure, rank and titles, faculty review, promotions, termination, leaves and fringe benefits. Professional relationships are defined including academic freedom, conflicts of interest, research, professional organizations, and political activity; academic and fiscal policies and procedures. A list of facilities and services available is provided. The University's policy of student relations is also included. (JMF)

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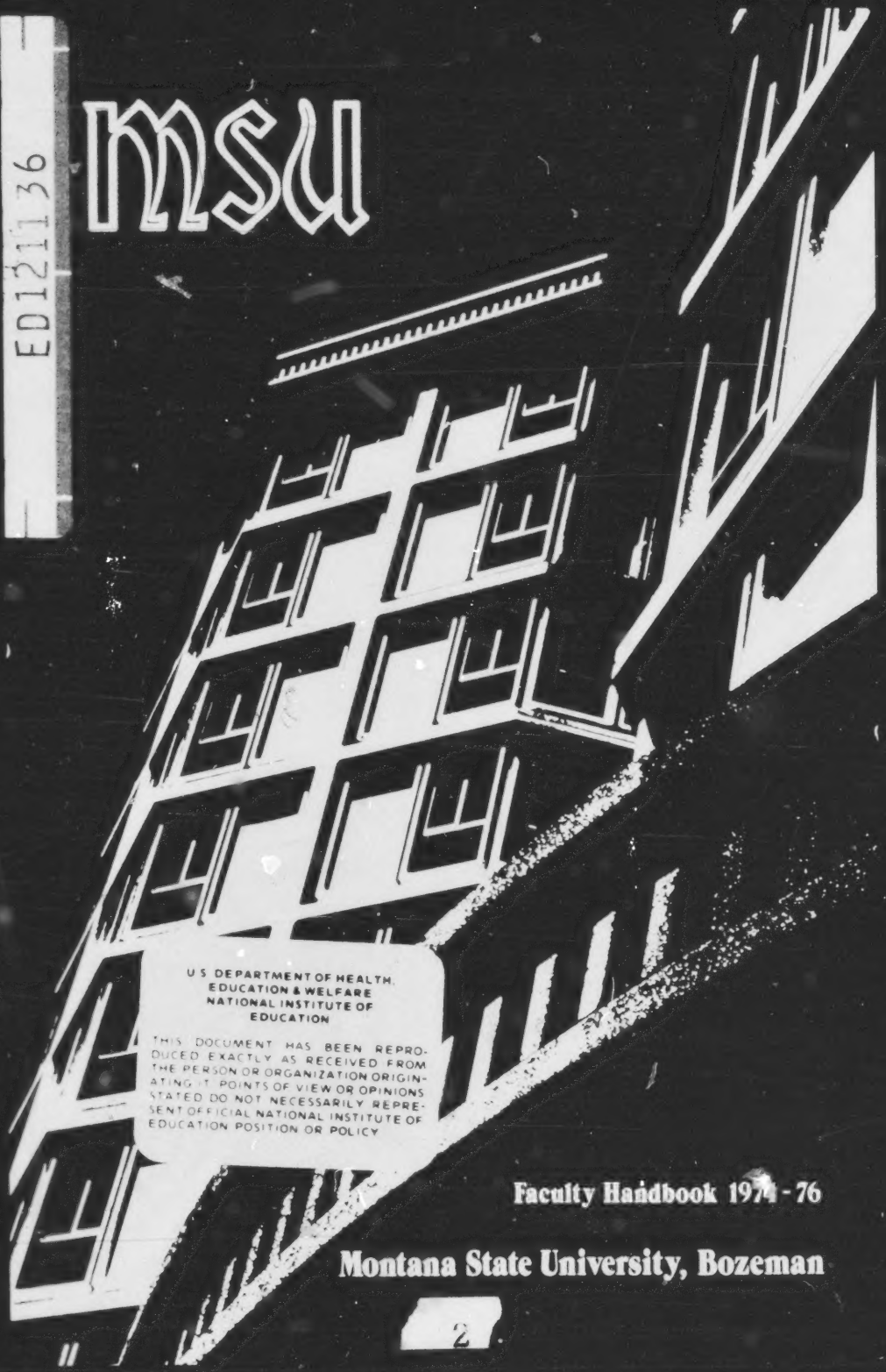

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Faculty Handbook 1974-76

Montana State University, Bozeman

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FOREWORD

The Faculty Handbook is intended to provide members of the faculty and staff with basic information concerning the organization, functioning and policies of Montana State University. No attempt has been made to include all policies and regulations in this Handbook, and in particular the 1974-76 General Bulletin and the 1974-76 Graduate Bulletin should be consulted for academic and student regulations. Errors and omissions in this Faculty Handbook should be called to the attention of the Vice President for Academic Affairs.

This edition of the Montana State University Faculty Handbook is essentially an updating and enlarging of the 1972-74 edition. The original draft of each section was checked with the department head or administrator most concerned. The entire Handbook was subsequently made available for review by members of the Faculty Policy Advisory Committee and by the various administrative officers of the University. Every effort has been made to see that the material contained in this Handbook is current and correct, but Montana State University reserves the right to change the regulations and policies in this Handbook at any time without notice.

July 1, 1974

Irving E. Dayton
Vice President for Academic Affairs

1. MONTANA STATE UNIVERSITY

101. History

Montana State University was established as the Agricultural College of the State of Montana by an act of the Third Legislative Assembly, February 16, 1893.

Montana State University is a land-grant institution following the pattern outlined by the Morrill Act of 1862. Under this act a grant of federal land was made available to the states for:

> The endowment, support and maintenance of at least one college, where the leading object shall be, without excluding other scientific and classical studies, and including Military Tactics, to teach such branches of learning as are related to agriculture and mechanic arts in such manner as the legislature of the states may respectively prescribe, in order to promote the liberal and practical education of the industrial classes in the several pursuits and professions of life.

Later federal and state legislation further developed the "land-grant" idea. The law establishing the College provided for the Agricultural Experiment Station. The Federal Hatch Act of 1887 had provided for state experiment stations at land-grant institutions. The Cooperative Extension Service was established in 1914 under the Federal Smith-Lever Act. The Engineering Experiment Station was established in 1932.

By legislative action in 1913, the institution became known as the College of Agriculture and Mechanic Arts. In 1935 that name was changed to Montana State College and remained the same until July 1, 1965, when the new title, Montana State University, became effective.

Additional historical and descriptive material can be found in the 1974-76 General Bulletin, pages 1-6. For a more complete history, see **A History of Montana State University** by Merrill G. Burlingame, published by the Office of Information, Bozeman, 1968.

102. Role and Scope of the Montana University System

Board of Regents Item 213-003 approved Jan. 26, 1970.

The Montana University System is composed of six units, with differentiated roles, each of which has a responsibility for providing excellence in its service to the citizens of Montana. The two universities, the University of Montana and Montana State University, are comprehensive undergraduate, graduate, research and public service institutions. They will continue to grow until they are fully developed state universities with overlapping responsibilities, except in highly professional fields, such as law, pharmacy, agriculture and engineering. The universities are large enough so that the general programs of one need not interfere with those of the other. On the basis of necessary educational development and student

demand, freedom to develop new programs should be available as faculty and administration deem warranted and as resources are available. The state colleges are emerging from single purpose institutions and the State can look forward to Eastern Montana College, Western Montana College and Northern Montana College continuing to grow until they are fully developed undergraduate teaching institutions with responsibilities in the liberal arts through the baccalaureate level and teacher education through the master's level. Northern Montana College has had a traditional responsibility in vocational education and vocational teacher education, which it will continue to develop. Montana neither needs another university nor should graduate degrees in the liberal arts be offered at the state colleges. The fourth state college, because of its traditional specialization in mineral science and technology is also emerging from a single purpose institution. It can look forward to developing an undergraduate liberal arts program at the baccalaureate level, as well as continuing undergraduate and graduate work through the master's level in mineral science and technology.

State money for pure and applied research should be allocated to the universities and the Montana College of Mineral Science and Technology. There should be allocations for research for the purpose of improving instruction on unit campuses and these should be shared in by all units in relation to their size. Units endeavor to provide educational services beyond the campus to the State and the region, but they cannot be expected to fulfill major public service requests without specific allocations for this type of work. Units will respect the traditional public service roles of each unit of the University System.

The Board of Regents will examine the production of all programs in all units from time to time, with special reference to graduate programs in order that the most effective use may be made of existing State resources.

Continuous examination of the scope of institutions in the Montana University System will be undertaken by the Board of Regents and the presidents so that the needs of the State may continue to be fulfilled.

Each unit is encouraged to offer the assistance of its resources in strengthening other units within the scope of offering approved by the Board of Regents. Transfer of students between units should be accomplished with a minimum of difficulty.

Rationale

The six units of the Montana University System, each with differentiated roles, exist to serve the people of Montana, but more particularly to provide a quality educational opportunity for all students attending the units. Weak academic programs cannot properly serve students, a fact which must always be the prime consideration as programs are proposed; all other considerations are secondary.

Public higher educational systems in America differ state by state due to a variety of reasons, including differences in organizational background, political motivations, a given state's population, direction of financial resources, attitude of concept and many other varying factors. It must be observed that Montana is a sparsely populated state. The funding of all state services has been increasingly difficult due to limitation of sources of revenue and rising costs in all areas. Like other state institutions, the higher educational units suffer from this plight. These schools are in a highly competitive endeavor where the state's boundaries are of little

significance. The competition is with like institutions throughout the country. The problems of adequate staffing at ever increasing salary levels, of maintaining accreditation respectability and allied factors are numerous.

The two comprehensive universities (University of Montana and Montana State University) are still in the process of gaining full maturation. Largely because of limitations of operational funds these units can hardly expect to develop many programs, especially doctoral graduate areas, which such universities should foster in the interests of development and service to students and the state. Many such programs must emerge in an orderly fashion, step by step, in accordance with the ability to provide decent educational experiences for the students. This situation also faces the four state colleges (Eastern Montana College, Western Montana College, Northern Montana College and Montana College of Mineral Science and Technology) as each proceeds in development of new programs leading toward undergraduate degrees in arts and sciences disciplines. Because of appreciably greater cost factors, the authorization of new graduate programs in all units must come into being only after careful scrutiny by the Board of Regents.

It is obvious that advantages exist for students to attend institutions of higher education in the hometown area. In Montana, where population is sparse, it is impossible to provide an institution of higher education in every Montana community. Present day transportation enhances the students' opportunity to attend existing institutions.

To best utilize the programs and facilities of each of the six units, it is necessary that students enjoy the utmost opportunity to transfer between units, as they seek out suitable programs, with a minimum of difficulty or disadvantage. It is the obligation of the State and thereby the units to attempt to provide the very best educational opportunity for students in keeping with these considerations.

In keeping with these views it is necessary that the Board of Regents carefully examine and consider proposals for new degree programs, both undergraduate and graduate, as well as the authorization of new majors and minors, along with proposed specializations within general degree areas which have been previously broadly authorized. The painstaking obligation of the Board of Regents is to prevent undue mushrooming of programs while still recognizing the necessity to allow units to develop in the best interests of State needs and student desires. At the same time the Board must be ever watchful of the political pressures to move quickly to satisfy political and economic desires of the various Montana communities. Only by proceeding in an orderly, professional manner may the Board resist such mentioned pressures. The sincere cooperation of the unit presidents and their colleagues is essential in attempting to aid in providing the quality education desired.

103. Building Names

The following list presents a brief identification of the men and women for whom buildings and dormitories on the MSU campus were named.

Cobleigh Hall — William M. Cobleigh, joined the MSU faculty in 1894 to teach chemistry and physics, became head of the chemistry department, dean of engineering, and acting president for one year (1942).

Cooley Laboratory — Robert Allen Cooley (1873-1968) served 30 years as head of the Department of Zoology and Entomology and for 15 years was senior entomologist at the United States Public Health Service Rocky Mountain Laboratory at Hamilton, Montana.

Danforth Chapel — Named for the Danforth Foundation which aided in construction of the chapel in 1952.

Dyche Field — Schubert Dyche, MSU baseball, football and basketball coach during the 1920's and 1930's.

Gaines Hall — Paschal C. Gaines, MSU faculty member for 43 years, head of the chemistry department (1946-1957), dean of the university faculty, and acting president on four occasions.

Gatton Field — Cyrus Gatton, captain of the 1915 MSU football team, killed in action during World War I.

Hamilton Hall — Mrs. J. M. "Emma" Hamilton, wife of James M. Hamilton who was the third MSU president (1904-1919) and dean of men (1919-1940). She died in 1908 during his term as president.

Hannon Hall — Mrs. Olga Ross Hannon, faculty member and head of the art department (1921-1947).

Hapner Hall — Leora M. Hapner, MSU faculty member and head of the Department of Education and Psychology (1932-1947).

Harrington Park — Frank M. Harrington (1888-1968) served 35 years as department head, teacher, and researcher in the Department of Horticulture.

Jack Ellis Haynes Hall — Official photographer of Yellowstone National Park, Jack Ellis Haynes was famous for his pictorial record of the Park and in 1960 received an honorary doctor of letters degree from MSU.

Hedges Halls — Cornelius Hedges, one of the leaders of the 1870 Washburn-Langford-Doane Expedition sent to explore the upper Yellowstone. Served four terms as Territorial Superintendent of Schools. Often known as "the Father of Education in Montana."

Herrick Hall — Mrs. Una B. Herrick, joined MSU as supervisor of women's dormitory in 1911, became first dean of women and director of the College of Household and Industrial Arts.

Johnson Hall — Leon H. Johnson (1908-1969), professor of biochemistry, executive director of the endowment and research foundation, dean of the college of graduate studies, and president (1964-1969).

Peter Koch Tower — Peter Koch, Bozeman banker, secretary - treasurer of the first MSU Local Executive Board (1893-1906).

Langford Hall — Nathaniel P. Langford, one of the leaders of the 1870 Washburn-Langford-Doane Expedition into the Yellowstone. Later first Superintendent of Yellowstone National Park.

Lewis Hall — Meriwether Lewis, co-leader and naturalist of the Lewis and Clark Expedition in 1804-1806.

Lewis and Clark Dormitories — Meriwether Lewis and William Clark, leaders of the historic Lewis and Clark Expedition of 1804-1806.

Colter Wing — John Colter, explorer with the Lewis and Clark Expedition and first white man to see the Yellowstone area.

Culbertson Wing — Alexander Culbertson, an early agent for the American Fur Company, responsible for the building of Fort Benton at the head of navigation on the Missouri River.

Mullan Wing — Captain John Mullan, member of the 1853

Isaac Stevens Expedition sent to chart a transcontinental railroad route across the nothern area and a roadway linking the headwaters of the Missouri and Columbia Rivers.

Pryor Wing — Nathaniel Pryor, one of the sergeants on the Lewis and Clark Expedition.

Linfield Hall — Frederick B. Linfield, director of the Agricultural Experiment Station and dean of agriculture in early 1900's.

Marsh Laboratory — Hadleigh Marsh, world-renowned authority on sheep diseases and director of the Veterinary Research Laboratory at MSU (1929-1959).

McCall Hall — William K. McCall, professor of English and vocational mathematics and later registrar of MSU (1926-1947).

Montana Hall — Original Old Main, built in 1895.

Nelson Dairy Center — John A. Nelson (1890-1971) served for 34 years as teacher, first head of the dairy department, and first dean of the graduate school.

Perry Swine Testing Station — Clarence H. Perry, a Fort Benton grain and livestock rancher who operated the first and only swine testing facility in the State for some years.

Reid Hall — Rev. James Reid, second president of MSU (1894-1904).

Roberts Hall — W. Milnor Roberts, chief engineer of the Northern Pacific Railroad Company and president of the American Society of Civil Engineers (1878-1879).

Romney Gymnasium — Dr. G. Ott Romney, coach of the famed Golden Bobcats basketball team of the 1920s.

Roskie Hall — Dr. Gertrude Roskie, instructor of home economics, then head of the Department of Home Economics and later dean of professional schools.

Ryon Laboratory — Augustus M. Ryon, first president of MSU (1893-1894).

Sales Stadium — Reno H. Sales, an 1898 MSU graduate and member of the first Bobcat football team.

Nelson Story Tower — Nelson Story, member of the first State Board of Education and donor of the site on which MSU was located in 1893, local banker.

Traphagen Hall — Dr. Frank W. Traphagen, original MSU faculty member appointed in 1893, original member of the Agricultural Experiment Station staff, professor of chemistry and natural sciences.

2. ADMINISTRATIVE ORGANIZATION

201. Montana University System

The new Constitution for the State of Montana, approved by the voters on June 6, 1972, took effect on July 1, 1973. The following sections from Article X, Education and Public Lands, relate to the governance of higher education in Montana:

Section 9. BOARDS OF EDUCATION. (1) There is a state board of education composed of the board of regents of higher education and the board of public education.

It is responsible for long-range planning, and for coordinating and evaluating policies and programs for the state's educational systems. It shall submit unified budget requests. A tie vote at any meeting may be broken by the governor, who is an ex officio member of each component board.

(2) (a) The government and control of the Montana university system is vested in a board of regents of higher education which shall have full power, responsibility, and authority to supervise, coordinate, manage and control the Montana university system and shall supervise and coordinate other public educational institutions assigned by law.

(b) The board consists of seven members appointed by the governor, and confirmed by the senate, to overlapping terms, as provided by law. The governor and superintendent of public instruction are ex officio non-voting members of the board.

(c) The board shall appoint a commissioner of higher education and prescribe his term and duties.

(d) The funds and appropriations under the control of the board of regents are subject to the same audit provisions as are all other state funds.

(3) (a) There is a board of public education to exercise general supervision over the public school system and such other public educational institutions as may be assigned by law. Other duties of the baord shall be provided by law.

(b) The board consists of seven members appointed by the governor, and confirmed by the senate, to overlapping terms as provided by law. The governor, commissioner of higher education and state superintendent of public instruction shall be ex officio non-voting members of the board.

Section 10. STATE UNIVERSITY FUNDS. The funds of the Montana university system and of all other state institutions of learning, from whatever source accruing, shall forever remain inviolate and sacred to the purpose for which they were dedicated. The various funds shall be respectively invested under such regulations as may be provided by law, and shall be guaranteed by the state against loss or diversion. The interest from such invested funds, together with the rent from leased lands or properties, shall be devoted to the maintenance and perpetuation of the respective institutions.

The six components of the Montana University System are as follows:

Montana State University, Bozeman; University of Montana, Missoula; Montana College of Mineral Science and Technology, Butte; Western Montana College, Dillon; Eastern Montana College, Billings; Northern Montana College, Havre.

For an excellent study of this system, see "The Montana System: A Study of Integrated Education" by Lincoln Aiken, Ed.D. thesis, Montana State College, Bozeman, 1958.

202. By-Laws of the Board of Regents

ARTICLE I. Name

The legal name of the board is The Board of Regents of Higher Education.

ARTICLE II. Objectives

The objectives of the board are to supervise, coordinate, manage and control the Montana University System and to supervise and coordinate other public educational institutions assigned by law.

ARTICLE III. Membership

The board consists of seven members appointed by the governor and confirmed by the Senate. Not more than four may be from one congressional district and not more than four may be affiliated with the same political party. One of the members of the board shall be a student appointed by the governor who is registered full-time at a unit of higher education under jurisdiction of the board. The length of the term of the student member shall be not less than one year and not more than four years. The student membership shall not be subject to the congressional district nor the political party constraint mentioned above. Appointed members' terms are seven years. Vacancies shall be filled for the remainder of the unfilled term.

ARTICLE IV. Officers

The officers of the board consist of a chairman, vice-chairman and secretary. The chairman and vice-chairman shall be elected from the appointed membership of the board for a period of two years or to the expiration of his or her term on the board, whichever occurs first. In the absence of the chairman, the vice-chairman will preside. If the office of chairman or vice-chairman is vacated prior to the expiration of the term, the board will hold an election to fill the vacated office. The newly elected officer will serve for the remainder of the term. The commissioner of higher education will serve as secretary to the board.

ARTICLE V. Meetings

The board shall meet quarterly on the second Monday of April, July, September and December.

Other meetings may be called by the governor, the chairman of the board, the secretary or on the request of four appointed members.

The secretary shall notify each member by mail of scheduled meetings at least seven days in advance.

ARTICLE VI. Quorum

A majority of the appointed members of the board shall constitute a quorum.

ARTICLE VII. Committees

All committees shall be appointed by the chairman. Standing committees shall be as follows:

1. University System (Consisting of all Board members)
2. Community Colleges and vocational education
3. Curriculum
4. Budget
5. Capital Construction
6. By-laws and Policy

Special committees may be appointed from time to time by order of the board.

The commissioner of higher education is an ex officio, non-voting member of all committees.

ARTICLE VIII. Appeal

A person dissatisfied with a decision of a president of an institution under the control of the board may, after exhausting all administrative remedies available to him within the institution, appeal that decision to the commissioner. All appeals to the commissioner shall be in writing and shall state the decision being appealed and the redress desired. The commissioner may, consonant with board policies, modify, reverse, or concur in the decision of the president or he may present the appeal to the board for its consideration. A person may appeal a decision of the commissioner under this Article to the board. The decision of the board modifying, reversing concurring, or refusing to hear the appeal is the final administrative determination.

ARTICLE IX. Executive Sessions

The board by vote, and consistent with the appropriate constitutional and statutory provisions, may go into executive session at any time. No public record shall be kept of executive session business.

ARTICLE X. Order of Business

The following shall be the regular order of business:

1. Roll call
2. Minutes of preceding meeting
3. Report of committees
4. Report of special committees
5. Unfinished business
6. New business
7. Adjournment

ARTICLE XI. Communications

All official communications, reports and recommendations from representatives of the legislative and executive branches of state government, institutions, faculty members, employees and students shall come to the attention of the board through the commissioner of higher education.

ARTICLE XII.

On questions of parliamentary law, Robert's Rules of Order shall prevail.

ARTICLE XIII. Amendments

These by-laws may be added to or amended by a majority vote at any meeting of the board provided a quorum is present.

Any by-law may be suspended for one particular meeting by the unanimous consent of all appointed members present.

A copy of the Board of Regents Policy Manual is kept on reserve in the Library.

203. Duties of the Commissioner of Higher Education

The duties of the Commissioner of Higher Education are hereby established as follows:

(1) Execute and administer the policies, decisions and rules of the Board of Regents.

(2) Exercise control, consonant with general Board policies, over inter-unit matters, including those pertaining to budgets, curriculum, research and extension activities. It is the intent of this provision that each unit president act as chief executive officer of his unit, subject to provisions of the law and policies of the Board, but that the Commissioner control inter-unit matters in the interests of providing a unified and integrated University System. Any decision of the Commissioner under this provision is subject to appeal to the Board of Regents, which may reverse, modify, or concur in the decision of the Commissioner. The status of the Commissioner shall be considered on a level equal to that of the presidents, except that he shall be regarded as the agent of the Board in securing, through the presidents, the implementation and observance of Board policy. In a dispute between the Commissioner and a president respecting the correct interpretation of Board policy, the Commissioner's determination shall prevail, but shall be subject to appeal by the president to the Board.

(3) Advise the Board concerning the selection of unit presidents.

(4) Prepare for the Board a suggested allocation of state appropriations to the units of the University System. This suggested allocation shall be accompanied by a statement of the basis on which it is to be determined. Budget requests approved by the Board shall be presented to the Department of Administration and to the Legislature by the Commissioner.

(5) Sign, on behalf of the Board, contracts and documents which have been approved or awarded by the Board.

(6) Prepare and submit to the Board such annual and special reports as the Board may require.

(7) Act as the medium through which all matters shall be presented to the Board and to committees of the Board, including reports, recommendations and suggestions from units, their faculty members, employees, students and agents of the executive and legislative branches of state government.

(8) Act as the medium for submission by unit presidents of requests for opinions from the Attorney General.

(9) Act as the official representative of the Board and the University System to the Legislature and its committees.

(10) Act as the medium through which policies of the Board shall be announced. The presidents of the units shall not make any announcements of the Board's policies until authorized to do so by the Commissioner.

(11) Select, remove, and fix the compensation of a deputy and such

other personnel as may be necessary for the Office of the Commissioner of Higher Education.

(12) Perform all of the duties of the former Executive Secretary of the University System, including the following:

(a) Hear appeals from students of the University System who question the unit's determination of their status as non-residents for fee purposes, subject to the provisions of Section 75-8704, R.C.M. 1947;

(b) Act as State Coordinator of Community Colleges pursuant to the provisions of Section 75-8103, R.C.M. 1947;

(c) Act as coordinating officer for all inter-unit councils and committees;

(d) Act as secretariat for the Montana Commission for the Higher Education Facilities Act;

(e) Act as secretariat and state certifying officer for the Western Interstate Commission for Higher Education;

(f) Summarize enrollment reports from each of the units and prepare enrollment projections for each unit;

(g) Prepare the agenda and write and maintain the minutes for Board meetings;

(h) Administer high school honor scholarship and other scholarship programs as directed by the Board;

(i) Maintain building files on all projects at each of the units, including bond issue proceedings and transcripts on financing.

— Board of Regents Item 2-901-R0973, approved September 10, 1973.

204. Council of Presidents

It shall be the policy of the Board of Regents of Higher Education to establish the Council of Presidents of the Montana University System as a regularly constituted organization under the authority of the Board.

I. Composition

The Council of Presidents shall be composed of seven members — the presidents of the six units of the Montana University System and the Commissioner of Higher Education, and shall operate under the provisions outlined below under "Rules and Definitions."

II. Function

The Council of Presidents shall function under the authority of the Board of Regents as advisors to the Commissioner and the Board in the area of over-all coordination between the units of the Montana University System.

III. Organization

A. Officers

1. The Commissioner of Higher Education shall serve as chairman of the Council.

B. Meetings

1. The Council shall hold regular meetings on call of the chairman at such times and places as to make members of the Council available to the Board at its regularly scheduled meetings.

2. Special meetings of the Council may be held on the call of the chairman.

C. Committees

1. Committees composed of members of the Council may be appointed by the chairman when and as he may determine such appointments appropriate.
2. Special and standing committees composed of faculty and staff members of the various units of the Montana University System may be appointed by the Council.

IV. Rules and Definitions

A. The chairman shall preside at meetings of the Council, except that in his absence he may designate an alternate.

B. The chairman shall provide for a secretariat who shall keep minutes of the proceedings for inclusion in the official minutes of the Council.

C. A written record of all proceedings of the Council shall be maintained by the secretary and a copy of the minutes of each meeting will be furnished each Council member and each Board member within two weeks following such meeting.

D. All six units of the Montana University System shall be represented at each meeting of the Council. At meetings where the president of a given institution cannot be present, a representative with delegated authority to represent that institution will attend. Such representative, while representing his respective president, shall be considered as a member of the Council with full authority to enter upon deliberations of the Council.

E. Council members are authorized to bring with them to meetings of the Council, such members of their administrative staffs as they deem necessary. Such administrative staff members are authorized to participate in Council deliberations.

F. Unless specified otherwise, conduct of meetings shall be governed by "Robert's Rules of Order."

G. All matters referred to the Council by the Board shall be referred through the Commissioner of Higher Education and shall be acted upon promptly and a report made at each regular meeting or at each successive meeting of the Board until the question is resolved. Matters referred to the Council by the Board which are in the nature of requests for information or data will be answered promptly through the Commissioner of Higher Education, accompanied by all necessary recommendations.

— Board of Regents Item 2-004-R0973, approved September 10, 1973.

205. Local Executive Board

I. Definitions. The Board of Regents of Higher Education is referred to herein as the "Board"; and local executive boards are referred to as "local boards." When "institution" is mentioned in the singular or plural, it means the particular institution with which a particular local board is concerned. Figure references, such as "75-8510," are to the respective title and section of the Revised Codes of Montana, 1947, and supplements, amendments, or additions thereto.

II. Pertinent Statutory Provisions. (75-8510, 8511), Members of local boards, after appointment by the Governor and confirmation by the Board, qualify by making and filing their oath of office with the Board. The regular term of office is three years except that a member of a local board may be sooner removed by the Governor or by the Board. Limited allowances for compensation are fixed by the Board, and necessary expenses may be reimbursed. Meetings must be held at least once each calendar quarter. Local board functions relating to institutional management or staff are limited to such as may be conferred by the Board and are subject always to the supervision of the latter. Local boards may receive gifts and bequests for the use of the institutions.

III. Functions. The functions of each local board shall include consultative and advisory service to the president of the institution as well as such other duties as may be duly specified and communicated to them by, or on behalf of, the Board, President or the Commissioner of Higher Education.

— Board of Regents Item 3-016-R0174, approved January 14, 1974.

Functions of the local board were established by the State Board of Education on December 13, 1954, as follows:

1. They shall periodically visit the institution for which they have been appointed, especially for the purposes of appraising the condition and needs of the physical plant, campus grounds, educational facilities and student living conditions.
2. They shall do and perform such other functions as are customary on the part of educational boards of visitors except that their existence or functions shall not preclude the appointment of other and additional advisory boards or committees, exercising visitorial functions.
3. The functions shall include consultative and advisory service to the president of the institution as well as such other duties as may be duly specified and communicated to them by, or on behalf of, the State Board.
4. They shall annually in June, and otherwise as they deem necessary, submit reports to the State Board respecting such duties or concerning the condition of the institution generally or in particulars.
5. They shall from time to time meet on the campus of the institution, with the institution providing the facilities on request. The president of the institution shall attend all regular meetings of the local board and, on the invitation of such board, or its chairman, may attend at other times.

206. President

The President is the chief executive officer of the University in its instructional, research and extension programs, including the Montana Agricultural Experiment Station, Engineering Experiment Station and the Cooperative Extension Service. Major plans, policies, appointments and budgetary matters are formulated and administered by his office in cooperation with the administrative officers and the general faculty, subject to the approval of the Board of Regents.

The following quotations from the Statutes indicate the powers of the President:

The presidents of each of the educational institutions constituting the Montana University System, as herein prescribed, in connection with their respective executive boards of the several institutions, as now prescribed by law, shall have the immediate direction, management, and control of their respective institutions, subject to the general supervision, direction and control of the State Board of Education. The president of a unit of the Montana University System shall not act as the executive secretary of the University System. 75-408 (858).

The president of the university shall be the president of the general faculty, and of the special faculties of the several departments or colleges and the executive head of the institution in all its departments. As such officer he shall have authority, subject to the State Board of Education, to give general direction to the instruction, practical affairs and scientific investigations of the several colleges. 75-502 (862).

207. University Administrative Council

1. DUTIES

a. To determine general policies and objectives of the University.

b. To coordinate the extension, instruction and research activities of the University.

c. To consider exceptions to University regulations.

d. To interpret statements of University regulations and policies.

2. VOTING MEMBERS

a. President of Montana State University, Chairman

b. All Vice Presidents

c. All Deans

d. Coordinator of Extension and Community Services

e. Director of Admissions

f. Director of Information

g. Chairman of Faculty Policy Advisory Committee, (FPAC)

h. President of Associated Students of Montana State University, (ASMSU)

i. Registrar. The Registrar shall also act as the Secretary of the Council.

3. MEETINGS

The University Administrative Council shall meet at the call of the President of the University.

4. STANDING COMMITTEES

a. Calendar. This Committee shall recommend quarterly and annual calendars to the University Administrative Council for ratification. The Committee shall consist of the Dean of Student Affairs and Services, Chairman; the Vice President for Academic Affairs, the Registrar (Secretary), two faculty members to be appointed by the President of the University, the Vice President of ASMSU and the Chairman of the Faculty Policy Advisory Committee.

b. Graduation and Admission Requirements. This Commitee shall consider appeals from the established University graduation requirements and special situations in student applications for admission. Membership of this Committee shall consist of the Vice President for Academic Affairs, Chairman; the dean of the college concerned and the

Registrar. The Registrar shall also act as Secretary. A unanimous vote of the Committee is required. When there is a split vote, the case shall be referred to the University Administrative Council.

c. **Scholastic.** This Committee shall have the authority to transfer a student out of a curriculum, to place a student on University Scholastic Probation or suspend a student from the University for scholastic reasons at any time. Membership of this Committee shall consist of the Vice President for Academic Affairs, Chairman; the Dean of Student Affairs and Services and the dean of the college concerned. Representatives from the Office of Testing and Counseling and the Registrar shall serve as consultants. Secretarial duties shall be performed by the Office of the Vice President for Academic Affairs.

d. **Schedule Appeals.** This Committee shall consider all requests for scheduling classes and examinations at irregular times. Membership of this Committee shall consist of the Vice President for Administration, Chairman; the Vice President for Academic Affairs, the dean of the college concerned and the Registrar (Secretary).

e. **Student Conduct.** This Committee may act on all serious violations of Univeristy regulations. This Committee shall have the authority to place a student on University Conduct Probation and to suspend him. Any student appearing before this Committee shall have the rights of counsel, and the hearings shall be conducted in a manner to satisfy procedural due process. Membership of the Student Conduct Committee shall consist of the Dean of Student Affairs and Services, Chairman; the Vice President for Academic Affairs, three faculty members to be appointed by the President, the dean of the college concerned and three students who are also members of the Student Judicial Committee.* The Chairman of the Student Judicial Committee shall appoint the student members of the Student Conduct Committee on a case-by-case basis. When required, the Chairman of the Student Conduct Committee can appoint deans or assistant deans to substitute for administrative members of the Committee. Secretarial duties shall be performed by the Office of Student Affairs and Services.

At the request of a student whose case is brought before the Student Conduct Committee, the three student members can be removed from the Committee. The Chairman of the Student Conduct Committee has the right and the responsibility to obtain replacements for members of the Committee who may have personal bias in the case. In each case, the defendant shall be advised of the above rights.

(*NOTE: According to a Student Senate resolution, the Student Judicial Committee is to be composed of ten students, including the Chairman, who have passed a minimum of ninety credits, the last forty-five of which are from MSU. The Chairman and members of the Student Judicial Committee are to be appointed by the ASMSU President with the approval of a two-thirds vote of the entire Student Senate. The Student Senate Steering Committee shall recommend students to be appointed to the Student Judicial Committee. A member of the Student Judicial Committee may be removed from his position by a two-thirds vote of the entire Student Senate.

The Student Judicial Committee may meet at the request of any MSU student to discuss judicial matters concerning MSU students. Three members of the Student Judicial Committee shall serve as voting members of the Student Conduct Committee during the hearing of a student disciplinary case, unless the student requests that students shall not serve. The Chairman of the Student Judicial Committee shall appoint the three student members of the Student Conduct Committee.)

208. Curriculum Committee

The Curriculum Committee is the central campus administrative committee for processing all course and curricular matters. It studies the curricular proposals, chiefly with respect to financial and administrative feasibility, relationship to the aims of the institution and to the Master Plan.

The duties of the Curriculum Committee are to review and screen all curricular matters approved by the Academic Council before they are submitted to the General University Faculty. (Right of Appeal: in case of an adverse decision, a department may request a special hearing with the Curriculum Committee.)

The membership of the Curriculum Committee shall be the Vice President for Academic Affairs, Chairman; the academic deans, the Vice President for Administration, Chairman of the Faculty Policy Advisory Committee, a second member of the FPAC elected by the FPAC, the Chairman of the FPAC Subcommittee on Curriculum and Instruction, and the President, ex officio. The Registrar of the University shall act as the Secretary. The Curriculum Committee shall meet at the call of the Vice President for Academic Affairs.

209. President's Forum

1. DUTIES

To advise the President on matters concerning budgets, personnel, long-range planning and major policy developments.

2. MEMBERSHIP

a. President of Montana State University, Chairman
b. All Vice Presidents
c. Deans of academic colleges
d. Dean of Student Affairs and Services
e. Coordinator of Extension and Community Services
f. Business Manager

The President may invite faculty representatives to discuss issues or report on University activities.

3. MEETINGS

The President's Forum shall meet at the call of the President of the University.

4. STANDING COMMITTEE

The Committee on Tenure and Promotion shall advise the President's Forum on matters concerning tenure and promotion. Departments or schools shall initiate action on tenure and promotion through appropriate faculty committees or departmental administration. Their recommendations shall be reviewed by the Standing Committee for presentation to the President's Forum. The President, with the concurrence of the Regents of the Montana University System, shall be responsible for the final decision on matters of tenure and promotion. Membership of this Committee shall consist of the Vice President for Academic Affairs, Chairman; the Dean of the College of Graduate Studies and the dean of the

college concerned. The department head concerned shall always be invited to attend meetings of the Tenure and Promotion Committee when staff members in his department are being reviewed.

In general, the President's Forum exists to provide coordination among the major administrative officers of the University and to provide for discussion of issues facing the University and for the preliminary development of policy.

When dealing with matters of the University budget and the allocation of institutional resources, the President's Forum is often referred to as the Budget Committee. Likewise, when dealing with personnel matters such as appointments, promotion, tenure, termination and retention it is often referred to as the Personnel Committee. When proceeding as the Budget Committee or the Personnel Committee, the members of the President's Forum act by a formal vote, although the Business Manager does not vote. Their considered judgment, expressed in a vote, is used by the President who legally acts for the institution in presenting recommendations to the Regents.

210. Advisory Council

An Advisory Council for the University, consisting of approximately fifty members, meets twice each year to advise the University on its instruction, research, and extension programs and services. The members are selected from throughout the State and are broadly representative of the various occupations, industries and professional groups in the State.

Council members are appointed for three-year terms by the President. The advice of the Council has proved to be very helpful to the University in its efforts to increase the effectiveness of the University programs and services.

211. Agricultural Experiment Station

The Agricultural Experiment Station was established at Montana State University by acts of the Legislature of Montana in 1893 under authorization provided by the act of Congress of 1887 (Hatch Act). The Station operates under these enabling acts and supplementary federal and state legislation. Research support comes from: (1) appropriation of the Legislature of Montana, (2) appropriations of Congress under the Hatch Act Amended (1955) and other federal legislation, (3) income, and (4) public and private grants.

Fourteen research and service departments and laboratories, seven research centers, and the Director's Office now make up the organization for the Agricultural Experiment Station in Montana. The departments are: Agricultural Economics and Economics, Agricultural and Industrial Education, Agricultural Engineering, Animal and Range Sciences, Biology, Chemistry, Home Economics, Plant and Soil Science, Sociology, Plant Pathology, Veterinary Research Laboratory, Montana Grain and Seed Laboratory, Montana Wool Laboratory and the Office of Information.

The seven research centers serving major agricultural and environ-

mental areas of the state are: Central at Moccasin, Western at Corvallis, Northern at Havre, Southern at Huntley, Northwestern at Kalispell, Eastern at Sidney and the United States Range Livestock Experiment Station at Miles City.

Several research activities are conducted in cooperation with research agencies of the U.S. Department of Agriculture and other state and federal agencies. A number of federally employed scientists are located in the subject-matter departments and at research centers working cooperatively on problems of local and regional nature. The Station is also cooperating with other experiment stations in the Western Region on problems having importance to agriculture in this region.

Information derived from research is made available through the subject-matter specialists and agents of the Cooperative Extension Service.

212. Cooperative Extension Service

The Cooperative Extension Service, created by the Federal Smith-Lever Act of 1914 and State legislation, constitutes the third major aspect of the land-grant university. This service is organized and financed through the joint efforts of Montana State University, the United States Department of Agriculture and Boards of County Commissioners. Of the 56 counties in Montana, 53 appropriate funds for county extension agents. A state administrative and specialist staff provides a connecting link between the county staffs and the research departments of Montana State University and the Agricultural Research Service of the USDA. The Extension Service thus serves to take the results of research and experience to the people of Montana to help them solve individual or community problems.

The Extension Service works with people in all phases of agriculture, family living, community development, leadership development and public policy. The youth program of the Extension Service is conducted mainly through 4-H Club work and includes training of volunteer leaders for 4-H and other youth organizations.

213. Engineering Experiment Station

The Engineering Experiment Station was authorized by the State Board of Education in April, 1924. The Dean of the College of Engineering is responsible to the President of Montana State University for the program of the Engineering Experiment Station.

The talents of the engineering faculty, the facilities and laboratory equipment of the College of Engineering are made available to serve industry on carefully defined problems requiring research not available from private firms. Research is conducted under contracts approved by the President of Montana State University.

The Engineering Experiment Station is of particular assistance in developing local natural resources and in furnishing technical aid to manufacturing enterprises which lack complete laboratory facilities. Technical studies are conducted for government agencies.

214. Endowment and Research Foundation

The Endowment and Research Foundation at Montana State University was incorporated January 9, 1946, as a nonprofit corporation.

The Foundation seeks to encourage, foster and conduct investigations and research. The Foundation is designated as the repository and management agency for grant and contract funds secured by the University for research and special educational projects.

The Foundation is governed by a Board of Directors consisting of four members from the University faculty, four alumni and four citizens of the State of Montana who are neither members of the University faculty nor alumni. The faculty and alumni members are selected by the faculty, and these in turn appoint the four citizen members. Each member of the Board of Directors is elected for a four-year term. The President of Montana State University is an ex officio member of the Board of Directors.

The routine business of the Foundation is conducted by an Executive Director and an Executive Committee selected from the Board of Directors. The annual meeting of the Foundation is held on the first Monday in May of each year.

Inquiries for information concerning the Endowment and Research Foundation should be addressed to the Executive Director.

215. The Montana University Joint Water Resources Research Center

The Montana University Joint Water Resources Research Center was established by the Board of Regents on December 8, 1964, in accordance with the provisions of the Water Resources Research Act of 1964 (Public Law 88-379). Located at Montana State University, the Center is a joint effort of Montana State University, Bozeman; the University of Montana, Missoula; and the Montana College of Mineral Science and Technology, Butte.

Research activities of the Center are coordinated by a council of seven members representing each of the participating institutions. The research program is organized under five major headings: (1) basic hydrologic studies; (2) economic, social and legal studies; (3) ground water resources in Montana; (4) water, soil and plant relations; and (5) water quality in Montana. The Center also supports training and educational activities which have included the sponsorship of seminars, forums, workshops and graduate assistantships.

216. The Museum of the Rockies

This University department is open to the public at no charge from 8:00 a.m. to 5:00 p.m. Monday through Friday and 1:00 to 5:00 p.m. Saturday and Sunday. It is closed on all national and state holidays.

Following a fourteen-year period of being moved from one temporary quarter into another, the Museum is now developing its permanent quarters on the 5-acre, on-campus site at South 7th and Kagy Blvd. Through the cooperative efforts of various departments, the administration, the

community of Bozeman, and the many private citizens residing in the Northern Rockies Region, the Museum is evolving its complex of buildings and programs to house and deepen human understanding of this Region's physical and social developments. This University-Community Museum receives operational funding from the University and constructional funding from the citizens, families, and businesses who welcome the opportunity to insure that this Region's heritages will be preserved, interpreted, and put into proper context.

217. Institute of Applied Research

The Institute of Applied Research was instituted on July 1, 1974. The Institute is designed to provide a coordinating unit for research projects and related activities that are sufficiently interdisciplinary as to extend beyond the mission of a single department of the University.

It is expected that faculty members will maintain a primary relationship with their "home" departments and be associated with the Institute on a part-time basis and for a period of time determined by a particular activity. The objective is to make it easy and convenient for faculty members to move into and out of the activities of the Institute.

The Institute maintains an office to provide coordinating services for interdisciplinary projects. Each major interdisciplinary research project or activity such as environmental studies, community and regional planning, and social science research, is headed by a Coordinator. Activities of the Institute are financed primarily through grants and contracts from Federal, State and private sources.

218. Center for Intercultural Programs

The Center provides two essential support services for faculty members who believe that inter-cultural perception and experience form an integral and essential foundation in the individual and institutional search for appropriate goals and values. Within this context, the Center serves as a clearing house for information on a wide variety of cross-cultural topics, and secondly provides active organizational and administrative support for faculty who are actively engaged in intercultural programs and activities. Under the first category lies information on teaching and research activities related to the University's American Indian program; the Asian Studies program; and the awards available under the Fulbright-Hays Act, and the Japan Foundation program.

The second category includes development of faculty teaching in conjunction with faculty from other disciplines through the medium of Intercultural Studies courses taught on or off campus; the preparation and negotiation of research contracts pertaining to American Indian culture or foreign cultures; application for and organization of teaching-administrative roles in study abroad programs; development of closer formal and informal ties with American Indian and foreign students; and communication and monitoring for short-term and degree programs for American Indian and foreign students who are financially and administratively sponsored by specific government agencies, here and abroad.

3. FACULTY ORGANIZATION AND OPERATION

301. The Faculty

The following definitions of faculty and staff shall include only those members who are on contract approved by the Board of Regents, or others so designated by the President.

The **General University Faculty** shall include the President and all members of the Resident University Faculty, Academic Instructional Staff, Graduate Faculty, Agricultural Experiment Station Staff, Engineering Experiment Station Staff, Cooperative Extension Service and such other staffs comparable with college status as may be created in the future. The General University Faculty shall meet at the call of the President and may vote on all general University policies and services.

The **Resident University Faculty** shall consist of all members of the General University Faculty on the Bozeman campus. The Resident University Faculty shall meet at the call of the President. At the discretion of the President, the Resident University Faculty may transact matters for the General University Faculty.

The **Academic Instructional Staff** shall consist of members of the teaching staff of the rank of instructor or higher and such other institutional staff members as may be designated by the President. The Academic Instructional Staff shall meet at least once each quarter at the call of the President. Only the Academic Instructional Staff may vote on matters strictly related to resident or formal classroom instruction.

302. Academic Council

The Academic Council is the central institutional legislative council on curriculum. It is concerned chiefly with the academic soundness of the proposals and their coordination and integration into the total campus academic effort.

The duties of the Academic Council are to formulate academic policy, to represent the faculty in preliminary judgment of new curricular material, and in the development of that portion of the Bulletin concerned with academic offerings; to pass on to the Curriculum Committee with complete minutes of proceedings those items which have been submitted by the departments to the Council and meet with their approval; to turn back to the departments with explanations those items deemed unsatisfactory or in need of modification.

The membership of the Academic Council shall consist of the Vice President for Academic Affairs, chairman; head or acting head of each

academic department or school; one member of each department or school elected for a two-year term by the staff of that department; academic deans or assistant deans are members ex officio. The Registrar or Assistant shall act as Secretary. The Academic Council shall meet at the call of the Vice President for Academic Affairs. (Article X, Faculty By-Laws.)

The Academic Council Coordinating Committee is a permanent committee of the Academic Council. The membership consists of the Vice President for Academic Affairs and seven faculty, all of whom are voting members of the Academic Council. A person is elected to the Academic Council Coordinating Committee for a period of two years, or for the remainder of his term on the Academic Council, whichever is less. Faculty members may serve more than one term on the ACCC.

The duties of the ACCC are to help the Vice President for Academic Affairs prepare agenda for Academic Council meetings, and act as a screening committee to recommend proper methods of handling details involved in catalog preparation.

303. Graduate Council

The Graduate Council is the primary advisory group to the Dean of the College of Graduate Studies. Members are appointed by the President upon the recommendation of the Graduate Dean.

304. Faculty Council of the Montana University System

Purpose

To foster inter-unit discussion and cooperation on matters of faculty and academic concern.

Organization

The Council shall consist of a three member committee from each unit within the Montana University System. Members shall be elected by the respective faculty governments. The term of office will be three years with a limit of two successive terms. Terms shall be staggered to provide continuity of the membership. Alternate members shall be elected by each unit as they desire. One alternate from each unit is recommended.

Council meetings shall be held at least once per quarter on the following schedule: The last Friday in October, the first Friday in February, and the first Friday in May. One meeting per year should be held on a member campus on a rotation basis. Special meetings may be called by the chairman when necessary. A quorum shall consist of ten members with at least five units represented. Action shall be taken on a two-thirds vote of those present.

The Council chairman and vice chairman shall be elected to serve two-year terms. The chairman shall chair Council meetings as well as those of the Executive Committee (unit chairman and vice chairman), and serve as the faculty representative to the Board of Regents and Council of Presidents. The Executive Committee of the Council shall meet with the Council of Presidents at least once per year.

The Council chairman shall prepare an agenda upon the advice of the

unit delegations. The agenda shall allow committee reports, old and new business, committee meetings and adequate time for discussion of items of general interest. Robert's Rules of Order shall prevail. Ad hoc committees shall be appointed to deal with specific problems and charged to report on a given date. Non-council members may be appointed to ad hoc committees when appropriate. Standing committees may be adopted upon the vote of three-fourths of the Council membership. Similarly, a three-fourths vote is required to amend these principles of organization.

Functions

1. Foster discussion, understanding and cooperation on academic matters among the units of the Montana University System via:
   a. Departmental and school curriculum discussions
   b. Exchange of faculty
   c. Symposia, workshops, etc. on topics of mutual interest
   d. Initiation of studies on matters of mutual concern or referral of such matters to appropriate groups for action.
2. Transmit issues and concerns to the Council of Presidents with Faculty Council recommendations.
3. Transmit issues and concerns to the Board of Regents and advise the Board on matters such as curriculum, academic structure, faculty development or other matters as requested by the Board.
4. Discuss with the Board of Regents any problems facing the University System and consider how the faculty of the units might assist in the solution of these problems.
5. Interpret needs, concerns and accomplishments of the University System to the people of Montana.
6. Report Council activities and decisions to the respective faculty governments of the University System.

305. Boards, Committees and Councils

The following is a list, including their duties, of boards, committees and councils which are not described elsewhere in this Faculty Handbook. Some of these are standing committees of the faculty and others are established in the Constitution of the Associated Students of Montana State University. Those with student membership are identified by an asterisk (*) and those with a student chairman by a double asterisk (**).

Each board, committee or council is expected to maintain a file of minutes, reports, correspondence and other material relevant to the work of the committee. This file should be in the custody of the committee chairman and should be transferred to the new chairman whenever the chairmanship is changed. Committees should keep minutes of their actions, and copies of the mintues should be distributed to the members, to the Registrar and to the President's Office. Each committee should submit a brief annual report to the President, with copies to the chairman of the Committee on Committees and other persons who may be particularly interested in the work of the committee. When faculty members serve on a committee as representatives of a particular constituency, rather than as individuals, they are responsible for keeping their constituency informed about the work of the committee and providing means for the opinions of the constituency to be transmitted to the committee.

Athletics Commission*

1. Formulates and carries out budgets and plans for the conduct of intercollegiate athletic activities supported by the Associated Students.
2. Manages and supervises all intercollegiate athletic activities of Montana State University.

Cultural Affairs Board*

Selects and produces a series of lectures, concerts and other cultural events for the benefit of the Associated Students, faculty and public.

Fieldhouse Policy Board*

1. Sets major policies regarding the use and operation of the Fieldhouse facilities.
2. Supervises and controls the activities of the Fieldhouse for the best interests of the Associated Students.

Finance Board**

1. Evaluates all budgets submitted as to merit, need and participation in the activity, limiting Associated Student expenditures to Associated Student receipts.
2. Approves or vetoes any budget or portion thereof, submitting the budget with recommendations to the Senate for approval or disapproval.

Health and Physical Education Complex Policy Advisory Board*

Responsible for recommending policy for the operation of the physical education center for recreation and intramurals.

Information and Public Relations Board**

1. Makes available an active publicity program in an attempt to inform the student body of the operation of student government and the activities of student organizations.
2. Informs the student body in any area deemed beneficial by the Board.
3. Formulates and carries out plans and budgets for the improvement of public relations.
4. Promotes good student and University relations with the community of Bozeman and the State of Montana.

Intramurals Board**

1. Formulates and carries out plans and budgets for the administration for the intramurals program.
2. Provides officials for all intramural events.
3. Schedules all intramural events.

Media Board**

1. Formulates and executes plans and budgets for publications of the Associated Students.
2. Is the governing unit of the publications.

Montana State University Bookstore, Inc., Board*

1. Supervises and controls the activities of the Montana State University Bookstore, Inc., for and in the best interests of the Associated Students of Montana State University, as defined by the Articles and By-Laws of the Incorporation of the Bookstore.
2. Releases profits as it sees fit from the Bookstore to the Finance

Board of the Senate in accordance with the Articles and By-Laws of the Incorporation of the Bookstore.

Office of Information Policy Advisory Board*

1. Meet periodically with the Director of the Office of Information to advise on policy matters including those which relate to the expenditure of funds.
2. Meet with the Director of the Office of Information on the call of the Chairman to discuss any critical and pertinent issues requiring the attention of the Office of Information.

Personnel Board

1. Recommends, interprets, and administers overall policies concerning personnel program.
2. Recommends adoption of classification plans and revisions thereto.
3. Conducts disciplinary hearings.
4. Recommends adoption of regulations for administration of personnel system.

Student Labor Subcommittee

Sets up classification and rate of pay schedule for work done by students on the campus.

Personnel Services Advisory Subcommittee

Study, evaluate, and recommend policies to the Personnel Board.

Radio Station Board**

1. Is responsible for appointing a manager of the Radio Station with the approval of ASMSU Senate.
2. Approves all expenditures and budgets of the Radio Station, in accordance with the Constitution of the Associated Students.
3. Suggests, and if necessary, initiates any action concerning present or future policies and needs of the Radio Station.
4. Acts on all items concerning the operations of the Radio Station that are necessary for the proper fulfillment of its obligations.

Student Union Board*

Has full power to supervise and control the activities of the Student Union services and facilities for the best interests of the Associated Students of Montana State University. (Other duties may be listed in the Constitution of the Student Union.)

Affirmative Action Advisory Committee

The Affirmative Action Advisory Committee is appointed for the purpose of advising and assisting the Equal Employment Opportunity Office in planning, developing, and implementing stated policies and/or programs to insure equal educational and employment opportunities at Montana State University.

Animal Care Committee

Is responsible for seeing that University procedures with regard to animal care conform to statutory regulations and makes such recommendations to the responsible college deans and department heads as are necessary to keep or bring the laboratories into compliance with the law.

Building Names Committee

Is responsible for proposing names for academic and residence buildings. Accepts suggestions for names, maintains biographical information on people whose names are suggested and makes recommendations to the President.

Campus Development Committee*

Studies general campus planning, location of walks and landscaping and advises the President and the Director of the Physical Plant in these matters. The Committee cooperates with other campus committees when problems arise which concern both groups.

Traffic Regulations Subcommittee

Studies and recommends traffic regulations.

Campus Organizations Committee*

1. Assists in achieving and maintaining a balanced structure of campus organizations which will serve all of the students.
2. Assists new groups in perfecting their plans and gives assistance with organizational problems to any group.
3. Approves all organizational constitutions and/or by-laws before being submitted to the Senate for ratification.

Campus Planning and Building Committee

Educational programs, preliminary plans and final plans and specifications on all University building projects are reviewed by this Committee.

Center for Intercultural Programs Policy Committee*

1. Fosters, formulates and recommends the development of University-wide intercultural and international programs.
2. Recommends proposals for institutional study abroad programs.
3. Reviews proposals involving the funding of intercultural and international programs by foundations and United States government agencies.
4. Reviews the operation of the Center for Intercultural Programs.

Commencement Committee

Plans and helps execute commencement activities.

Committee on Committees

1. Assists the President and the Vice Presidents in selecting members to fill vacancies by assembling a list of faculty members deemed to be worthy candidates for particular committee duties.
2. Studies the effectiveness of the various committees and boards in performing their avowed functions.
3. Works with students in regard to those boards and committees that require student members and, particularly, helps in the continuing revision of those boards and committees described in the ASMSU constitutional articles and by-laws and/or those in the Faculty Handbook.
4. Makes recommendations for dissolving, reorganizing, and/or reconstituting existing committees, or adding of new ones where there seems to be a need.

Educational Exchange Committee*

1. Assists the Center for Intercultural Programs in the administration of approved study abroad programs.
2. Assists the Center for Intercultural Programs in the administration of the Domestic Student Exchange Program.

3. Facilitates the study on campus of students from abroad.
4. Recommends to the Policy Committee of the Center for Intercultural Programs changes in educational exchange programs.

Educational Television Committee

The duties and functions of this committee center around determining the need for television as a functional tool on campus. The use of television as a means of providing information to the people of the State about MSU and as an effective means of public relations. The possible use of television for elementary and secondary schools. The possible sources of outside funding and the interpretation of legislation concerning educational television in the State of Montana.

Executive Committee of the Endowment and Research Foundation

Conducts the business of the Endowment and Research Foundation during the interim between annual meetings of the Board of Directors of the Foundation.

Feasibility Studies Coordinating Committee

Coordinates requests for feasibility studies in an effort to increase opportunities for interdisciplinary communications and cooperation in determining this institution's willingness to conduct studies and capability of conducting studies and tapping the total University resources more effectively when an interdisciplinary approach appears most appropriate.

Health Committee*

1. Works with the Director of the Student Health Service in general supervision of the Student Health Center dispensary and infirmary.
2. Determines the policies of the Student Health Center.

High School Week Committee*

Is responsible for the plans, organization and administration of a three-day program each spring for the benefit of juniors and seniors in high schools in Montana.

Honorary Degree Committee

Receives recommendations from the faculty, alumni and other sources; assembles biographical data and presents meritorious candidates for the consideration of the Administrative Council and the general faculty.

Library Committee*

Serves in an advisory capacity to the Director of Libraries on such matters as development of collections, services and external policies; and provides liaison between the Library and faculty.

Medical Education Committee

1. Advise the administration regarding the changes in medically oriented education which should occur within the institution in response to changing knowledge and national policies.
2. Recommend to colleges, departments and professional schools curricular changes that will permit the most effective use of University sources in medical education.
3. Serve as a liaison agent between the University and external groups, agencies, or programs that may need the cooperation of one or more segments of the University.

Montana Science Talent Search Committee

Conducts the annual Montana Science Talent Search in cooperation with the national program.

On-Campus Living Advisory Committee

Studies and considers policies for campus housing and food services.

Orientation Week Committee

Is responsible for the planning and execution of Orientation Week.

Radiation Sources Committee

Screens and approves applications for use of radio isotopes; calibrates radiation monitoring devices; encourages safe and proper use of radio isotopes; arranges for disposal of radioactive wastes.

Records and Information Committee

Considers admission and registration procedures.

Sales and Solicitations Committee

Makes continuing studies of the effectiveness of existing regulations regarding sales and solicitations on the Montana State University campus (see Section 807), and makes recommendations to administration regarding needed changes.

Student Financial Aid Committee

The Student Financial Aid Committee acts in an advisory capacity to the Director of Financial Aid in the administration of federal aid programs. Selects an appeal board for students who wish to contest a decision by the Financial Aid Office regarding their application for financial aid.

Is responsible for the administration of all university scholarships and grants-in-aid under its jurisdiction; college and departmental scholarships and grants-in-aid awarded to students must be reported directly to the Office of Student Financial Aid and Employment. Recommends student financial aid policy changes subject to approval of the Administrative Council.

Traffic Appeals Committee*

Hears, evaluates and judges traffic citation appeals.

Committee on the Use of Human Subjects in Experimental Research

Studies policy regarding use of human subjects in experimental research at other institutions and recommends to the administration a set of guidelines for development of such policy on this campus.

Advisory Council on Computer Services

Assists the President of the University in the formulation of policies governing the administration and operation of the Computing Center.

Asian Studies Council

1. Stimulation of inter-cultural understanding on campus, in the community, and in the State of Montana.
2. The offering of Asian-related coursework, primarily at the undergraduate level, in various social science, education, and humanities disciplines.
3. The build-up of library resources in support of effective undergraduate education in the social sciences and humanities.
4. Development of communication and cooperation with other Asian-

oriented institutions in the United States.

5. Development of communication and cooperation with institutions in South, Southeast, and East Asian countries.

6. Stimulation of research on Asia by MSU faculty members.

7. Attraction to the University of outside sources of financing in support of Asian studies.

Council for Community Services

Advises the Coordinator of Extension and Community Services on matters relating to plans, execution of plans and policies concerning the involvement of this University in community services.

Council on Montana Indian Programs

Coordinating agency for campus programs involving Montana Indians.

Teacher Education Council

The responsibilities of this council center around reviewing existing and proposed operational policy and practice; recommending needed changes in policy and practice to appropriate University groups; establishing guidelines for the development of teaching options, majors and minors; reviewing and approving the requirements for general education, broadfields, teaching options, majors and minors; acting as a channel of communication between the total education faculty, the administrative committee of the College of Education, the various colleges that assist in teacher preparation, and other interested persons; and reviewing curriculum descriptions in University publications.

306. The Faculty Policy Advisory Committee System

This system is described in Section VIII of the Faculty By-Laws (Appendix I). It will be replaced by the University Council which is established by the new Faculty Constitution (Appendix II).

307. Service Committee

The Montana State Board of Education, ex officio Regents of the Montana University System, has established at each unit of the University System a Committee on Service. (See Section 402, paragraph 8.)

It shall be the duty of the Service Committee, at the direction of the chief executive of the institution, or upon the request of any member whose removal is proposed, or who is under suspension, to inquire into the case and to submit a report of its findings to said chief executive and to the staff member involved. The chief executive shall transmit a copy of such report for the consideration of the Board. At the time of such consideration, the officer or member involved shall have the right to appear personally before the Board in his own defense.

Appeals to the Service Committee shall be made after administrative appeals have been utilized (see Section 404, Annual Faculty Review—Appeals, and shall be made within ten days of the time the faculty member

receives notice of the action he wishes to appeal. The Service Committee shall immediately inform the President of the name of the faculty member and the nature of the appeal and shall proceed as expeditiously as possible to investigate the case and prepare a report.

In all cases the Service Committee shall prepare a preliminary report to which both the administrative officers involved and the faculty member may respond before a final report is prepared and submitted. A faculty member whose contract has not been renewed may request from a college dean a written statement of the reasons for the nonrenewal.

The Service Committee consists of three faculty members. To be eligible for this Committee, the faculty member must be on permanent tenure. One member is appointed by the chairman of the Board of Regents, one by the President of the institution and one elected by the faculty of the institution.

In voting for the Service Committee, a written nominating ballot shall first be cast, and the five faculty members receiving the highest number of votes shall appear on the written final ballot. In case of ties for the fifth nominee, all such tying faculty members shall be included on the final ballot.

Service Committee elections are held in the spring quarter, with members of the Committee taking office the following September 1st. Whenever any member of the Service Committee becomes disqualified for any reason, it shall be the duty of the proper appointing officer to appoint a successor for the unexpired term. At Montana State University, the understanding is that the Chairman of the FPAC acts for the faculty as the appointing officer for the faculty representative. If a member of the Service Committee is unable to serve during the summer, then his successor shall serve for him.

The present procedure for selecting members of the Service Committee can lead to the situation where the membership of the Committee is completely different each year. The faculty has expressed itself as strongly favoring some continuity in Service Committee membership from year to year. If neither the member elected by the faculty nor the Regent's appointee has previously served on the Service Committee, then the President may appoint a faculty member who has been on the Service Committee.

4. PERSONNEL POLICIES

401. Appointments

In many fields an appointment may be in more than one unit of the University, in line with the objective of linking as closely as possible the functions of academic instruction, research and extension services. For instance, one faculty member in the College of Agriculture may devote part of his time to teaching, part to an Experiment Station research project and part to the Cooperative Extension Service.

Annual Appointment

Item 183-006, Staff Appointments, was passed by the Board of Regents at its August 13, 1962, meeting. The item read as follows:

> THAT, the Board of Regents hereby establishes the following policy as a guide for the future in considering appointment of full-time academic faculty, namely that such appointments will normally be on a 10-month contract basis, unless for administrative or related reasons it is desirable to employ a faculty member on a 12-month (eighth-quarter leave) basis. Salaries of faculty appointed on a 12-month (eighth-quarter leave) basis shall be equated with 10-month faculty salaries for comparable ranks by a differential of 1.11.

In general, the Montana 12-month eighth-quarter-leave contract is being phased out, and except for County Agents, no new employees are being offered this contract.

Rank and Tenure

On September 15, 1959 . . . "The Board of Regents approved a policy of providing rank status and advancement in rank procedure . . . so that all faculties of Montana State University — resident instruction, Experiment Station and Extension Service — are accorded uniform tenure privileges."

Agricultural Experiment Station

The Agricultural Experiment Station may employ members of its administrative and technical staffs either full-time or on a part-time basis. In case of divided responsibility, compensation shall be based upon a suitable division of the approved salary between the Agricultural Experiment Station and the cooperating college of Montana State University.

Cooperative Extension Service

In addition to University System appointments, Extension workers also receive federal appointments in the U.S. Department of Agriculture. These appointments carry a number of Civil Service privileges and restrictions, but Extension workers are not Civil Service employees.

Engineering Experiment Station

In case a member of the instructional staff is appointed to give part-time service to the Montana State University Engineering Experiment Station, the compensation shall be arranged by a suitable division of the approved salary between the teaching service and the Engineering Experiment Station. The Station may also employ full-time research workers.

Courtesy Appointments

Courtesy appointments are normally provided for federal and other state employees who have offices on the campus or at the agricultural research centers (branch stations) and who work directly with University programs.

Such appointments may also be provided for those individuals who, for justifiable and compelling reasons, would by virtue of such appointment perform a mutually beneficial service to both themselves and the University.

Courtesy appointments are initiated by one of the regular academic departments, using the regular staff recommendation forms. Persons who hold courtesy appointments are not entitled to vote in faculty meetings and do not acquire any tenure, leave or retirement benefits at the University.

All courtesy appointments lapse at the end of the fiscal year and must be renewed annually.

Letter of Appointment

A Letter of Appointment is issued instead of a State Contract under two types of circumstances:

1. As an administrative convenience when a short-term, part-time or temporary appointment is involved. Summer session teaching is generally covered by a Letter of Appointment.
2. When the continuation of the appointment is subject to the availability of funds. Examples are positions supported by research grants or contracts, training grants, self-support projects, etc.

Renewal of a Letter of Appointment is subject to the same review and criteria as set forth in Section 404, Annual Faculty Review, with the exception that a Letter of Appointment issued under #2 above may waive the stated review procedures and notification periods by inclusion of conditions and stipulations within the Letter of Appointment. Otherwise, persons on a Letter of Appointment have the same professional privileges and leaves and other benefits as persons on a State Contract with the same title or job classification.

Emeritus Faculty

Department heads nominate faculty for emeritus rank, using the regular staff recommendation form. After approval by the college dean, academic Vice President, and President, these nominations are forwarded to the Board of Regents for their concurrence. Emeritus faculty members continue to enjoy library privileges; may attend without vote meetings of their department, college and the general faculty; and will become honorary members of the MSU Alumni Association. The resources of the various departments will vary, hence no university-wide policy can guarantee access to office or laboratory space or secretarial help. Such accommodations may be extended to emeritus faculty as available, with the understanding that the instructional, research, and service requirements of the regular faculty must have priority. The University may act as fiscal agent for grant and contract proposals submitted by emeritus faculty.

402. Tenure

The following regulations are printed on the reverse of every contract for employment:

Regulations in Regard to Tenure of Office of Instructional and Scientific Staffs

1. The members of the instructional and scientific staffs which include research and extension staffs of the University shall be classified and ranked, at the time of appointment or reappointment, as professors, associate professors, assistant professors, lecturers, instructors or assistants.

2. Professors and associate professors are on permanent appointment; provided, however, that the initial appointment to a full professorship or to an associate professorship may be renewed; provided, however, that reappointment after three years of service shall be deemed a permanent appointment.

3. Assistant professors are on a one-year appointment for the first two years, after which reappointment, unless otherwise specified, is for a term of three years.

4. Lecturers, instructors and assistants are appointed for one year, unless otherwise definitely provided.

5. At the expiration of the term of appointment of a professor or an associate professor, if appointed for a limited term, or of an assistant professor, lecturer, instructor, or assistant, there is no obligation whatever to renew the appointment, and without renewal the appointment thereupon lapses and becomes void. In every case of such nonrenewal of appointment, official notice thereof shall be given by the chief executive of the institution, not later than April 15th; provided, that a notice given ninety days prior to the expiration of the contract shall be sufficient in case of the nonrenewal of the appointment of any member of the Agricultural Extension Staff.

6. The titles and functions of administrative officers, such as deans, directors, chairmen, etc., being commonly assigned to persons holding the rank of professor, may be transferred by the chief executive of the institution from time to time from one professor to another as the interests of the university may demand.

7. Any administrative officer or any member of an instructional or scientific staff may be removed at any time by the Board, (a) after a hearing, (b) on the recommendation of the chief executive of the institution; provided, that with such recommendation there shall be transmitted a statement from the chief executive of the institution, with which such officer or staff member is connected, and also a copy of any report of the Committee on Service prepared in accordance with the provision of Section 8 below.

In cases of inefficiency, reprehensible conduct or insubordination, such chief executive may suspend any administrative officer or member of the instructional or scientific staffs until the next regular or special meeting of the Board. In such cases the payment of salary shall cease at the time of suspension. If the charges made are not sustained by the Board, salary shall be paid for the period of suspension. The Board may direct the suspension of any administrative officer or member of any instructional or scientific staff pending an investigation by such chief executive of charges presented.

8. For the purpose of securing to all administrative officers and members of instructional and scientific staffs proper professional tenure, and for the purpose of promoting efficient service to the University, there is hereby established in each of the institutions of the University a Committee on Service to consist of one staff member on permanent tenure appointed by the President of the State Board of Education, one staff member on permanent tenure appointed by the president, and one staff member on permanent tenure elected by the faculty of the institution. The members of such committee shall be appointed to serve for one year beginning September first. Whenever any member of the Committee on Service becomes disqualified for any reason, it shall be the duty of the proper appointing officer to appoint a successor for the unexpired term.

It shall be the duty of such Committee on Service at the direction of the chief executive of the institution, or upon the request of any member of a staff whose removal is proposed, or who is under suspension, to inquire into the case and to submit a report of its finding to said chief executive and to the staff member involved. The chief executive shall transmit a copy of such report for the consideration of the

Board. At the time of such consideration the officer or member involved shall have the right to appear personally before the Board in his own defense.

9. Whenever a member of the instructional or scientific staff reaches the age of 65 years his official connection with the University may be terminated.

10. Nothing herein shall be deemed or held to constitute a surrender or abdication of any of the powers, duties or functions imposed upon the State Board of Education by the Constitution and laws of the State of Montana.

—University Act No. 673 adopted by the State Board of Education June 22, 1918, and amended April 18, 1919, April 26, 1921, April 3, 1922, July 16, 1951 and July 13, 1953.

All appointments at the University service and the compensation thereof are subject to the limitations of the funds available.

—University Act No. 672, adopted June 22, 1918.

403. Faculty Ranks and Titles

Regular Academic Ranks

Members of the Academic Instructional Staff, and professional staff members in the Agricultural Experiment Station and the Cooperative Extension Service, are generally assigned the ranks of:

Professor
Associate Professor
Assistant Professor
Instructor

These are the "regular" academic ranks and are the only ones associated with the process of earning tenure. (An appointment in one of these ranks signifies the existence of a regularly budgeted position, or the intention to establish such a position at a future time. Note, however, that the existence of a budgeted position is not a commitment that the position will be filled at the rank and salary given in the budget book.) A faculty member in one of the three professorial ranks who is given an administrative appointment generally retains his academic title.

The title of Lecturer does not carry any tenure rights and is generally associated with part-time service in teaching. It is also used for the person who does not have the conventional academic qualifications but who can make a contribution to the instructional program. A University staff member whose primary responsibility is in administration or research may be given the additional title of Lecturer if he participates in the instructional program on an occasional or part-time basis. The title of Lecturer, rather than one of the regular academic ranks, is used to show that there is no commitment of continuity and that he is not earning any tenure rights.

Research Titles

In the College of Engineering:
Senior Research Engineer
Research Engineer
Post-doctoral Fellow
Research Assistant

In other Colleges of the University:
Senior Research Associate
Research Associate
Post-doctoral Fellow
Research Assistant

These titles are generally used for individuals on research projects funded by grants and contracts. The continuation of positions with these titles is always subject to the availability of funds, and persons with these titles are not eligible for tenure and do not earn rights toward tenure. These titles carry all faculty and campus privileges except that of voting. The title of Post-doctoral Fellow is particularly appropriate in those cases where the individual concerned brings all or part of his own funding and is subject to little or no supervision by anyone on the University staff.

Adjunct Academic Ranks

These ranks are meant to be equivalent to the regular academic ranks in terms of qualifications and experience:

Adjunct Professor
Adjunct Associate Professor
Adjunct Assistant Professor
Adjunct Instructor

However, persons in these ranks are not eligible for tenure and do not earn rights toward tenure. These ranks carry all faculty and campus privileges except those of voting. The adjunct academic ranks are appropriate in two situations:

1. Where the person involved is a full-time, or essentially full-time, employee of another agency and is participating in the instructional program or cooperating with the University on a joint project. These are frequently referred to as Courtesy Appointments. Where the cooperative activity is entirely in the area of research, the title of Research Associate or Senior Research Associate may be more appropriate than one of the adjunct ranks. All Courtesy Appointments lapse at the end of the fiscal year and must be renewed annually.
2. Where a teaching position is funded by an outside grant or contract and there is no commitment by the University to continue the position if the outside funding stops.

Visiting Professorships

The titles of Visiting Assistant Professor, Visiting Associate Professor, and Visiting Professor are reserved for persons who currently hold a position at another academic institution. The title is most commonly used during Summer Session, but occasionally a faculty member will spend an academic year at Montana State University while on leave from another institution.

Part-Time Appointments

All appointments to regular academic ranks which are less than full-time with Montana State University must be designated as (Part-Time) after the title. (The fractional FTE must be shown on the staff recommendation for these appointments.)

Graduate Students

The following titles are approved for graduate student appointments:

Graduate Fellow
Graduate Administrative Assistant
Graduate Research Assistant
Graduate Teaching Assistant
Graduate Trainee

Advanced graduate students are occasionally given appointments as Instructor (Part-Time). With this exception, all graduate student titles must include the word **graduate.**

— Administrative Council Oct. 19, 1971

404. Annual Faculty Review

Evaluation of faculty members at Montana State University is a continuing process. Prospective faculty members are carefully evaluated before they are hired, and the performance of each faculty member is reviewed annually at the time budgets are prepared.

Annual Review

Every year each faculty member should be offered an opportunity for a conference with his department head devoted to a review of his performance prior to the department head making recommendations relative to salary adjustments, promotion, tenure, termination, etc.

Should such a review conference not take place, then the faculty member should request such a conference with his department head and/or dean.

Should the department head's recommendation be altered by other administrative action, the reason for such alteration shall be transmitted to the department head and he will pass the information back to the individual faculty member in writing.

Specific Formal Reviews

In addition, the following groups of faculty members are subject to the formal review process outlined below:

1. Faculty members in their second year of service at Montana State University. Only time in the ranks of instructor and above, not time as a graduate assistant, is used in computing the length of service.
2. Faculty members whose review has been requested either by the Committee on Tenure and Promotion or by the college dean. The names of any persons in this category will be sent directly to the department head.
3. Faculty members who would attain tenure in one more year (either according to state law or by AAUP standards). This includes several subgroups:
   a. Faculty members hired as associate or full professors who are now in their second year of service at Montana State University. (This subgroup is actually included within (1) above.)
   b. Faculty members who have been promoted to associate professors here, and who are now in their second year in that rank.
   c. Faculty members who are now in the sixth year of full-time service on this faculty, or who are in their sixth year of full-time service in institutions of higher education where not more than three years at other institutions shall be counted in figuring this six years.

(Tenure at Montana State University, as defined by statute and the Board of Regents, is given in Section 402, Tenure. The tenure status shown on each individual faculty contract is as defined by these regulations. In addition, the University endeavors to observe the recommendations of the AAUP with regard to tenure as being indicative of good administrative practice and a general consensus in the higher education community. However, it must be noted that the AAUP criteria for tenure are not recognized by the Board of Regents or the Legislature.)

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4. Faculty members who are being recommended for promotion by their department head.

5. Faculty members who are being recommended for non-renewal of appointment by their department head.

Department heads are notified each year of the time of the Annual Faculty Review. They then survey all members of their staff to see which are subject to formal review under the criteria given above. It is strongly recommended that the department head consult with the senior staff members in the department or with staff members above the rank of the person being reviewed, but the responsibility for the final recommendations rests with the department head.

For each staff member to be reviewed, the department head prepares a written report covering the following points:

1. Name and rank
2. Date of first appointment at the University
3. Date of last promotion
4. Education — institutions, degrees, dates
5. Previous experience
6. Recommendation — retention, promotion, tenure, termination
7. Justification for the recommendation. This should be a carefully considered statement assessing the staff member's strong and weak points in teaching, research and service. The report should cover:

a. Courses taught (undergraduate and graduate courses should be considered separately) and contributions to the instructional program. Appraise the quality of the teaching, and give the basis for the appraisal.

b. Professional development. Is the faculty member keeping up with his professional field? Is he actively contributing to the development of other staff members and the department as a whole? What is his promise for continued development?

c. Research endeavors. Give a list of his publications and indicate which were the result of work done at Montana State University. Describe briefly his research activities and assess the quality of work being done. What is his potential for continued productivity in research?

d. Service to the department and the institution. Is there active interest and participation in departmental, faculty, community, state or national activities?

e. If promotion is being proposed, in what ways does the staff member meet, or not meet, the criteria for promotion given in Section 405, Promotion Policy, of this Handbook?

The intent is to elicit information which will show excellence or promise of excellence. If the staff member's assignment or activities are such that some of the traditional criteria for evaluation do not seem appropriate, then the department head is invited to suggest what he feels are appropriate criteria and to supply relevant information. As far as publications are concerned, the object is not publications **per se**, but rather publications as an indication of scholarly activites undertaken and completed and submitted for the scrutiny of the profession.

The department head should check with the staff member to make sure that the factual material submitted is correct, and he should offer the staff member the opportunity to submit additional material in support of himself. Any information which shows an appraisal of the staff member or his work by persons outside Montana State University is always welcome. The use of outside referees is particularly appropriate when an abnormally fast promotion, or promotion to full professor, is being proposed.

The Committee on Tenure and Promotion may request additional information and conduct investigations of its own, and in particular the Graduate Dean is charged with determining the status and probable completion date of uncompleted degree programs.

These reports will be reviewed by the Committee on Tenure and Promotion, consisting of the dean of the college concerned, the Dean of the College of Graduate Studies and the Vice President for Academic Affairs, with the department head sitting in as a nonvoting member. This Committee will submit a recommendation on each case to the Personnel Committee, which will by formal vote act on the recommendation and submit it to the President for his approval or disapproval. A nontenured faculty member shall be notified by the secretary of the Personnel Committee if the recommendation is not to renew his contract, or to offer a terminal contract.

Appeal Procedure

If the faculty member wishes to appeal, he is referred first to his Department Head, then is offered the opportunity of a meeting with the Tenure and Promotion Committee, and finally if the matter has not been resolved at these levels, he may have a meeting with the full Personnel Committee. He may submit additional information in support of his appeal.

If the Personnel Committee votes to sustain its original action, the faculty member is informed of this fact in writing and offered the opportunity to appeal to the Service Committee prior to final action by the President.

If the faculty member appeals to the Service Committee, the President delays his action until the final report from the Service Committee has been received.

According to Section VIII of the By-Laws of the Board of Regents (Faculty Handbook Section 202) a person dissatisfied with a decision of a president of an institution under the control of the Board may, after exhausting all administrative remedies available to him within the institution, appeal that decision to the Commissioner of Higher Education. A person may appeal a decision of the Commissioner to the Board of Regents. The decision of the Board is the final administrative determination.

405. Promotion Policy

Criteria

Promotion will normally be based on the following criteria. Weights specifically assigned thereto may differ depending upon an individual's duties and particular skills:

1. Ability to teach effectively.
2. Ability to conduct research effectively.
3. Ability to keep up to date and to translate and disseminate knowledge in his professional field.
4. Ability to stimulate individuals to high scholarly attainment and to develop leaders.
5. Professional status, educational qualifications and scholarly reputation.
6. Potential growth and productivity.
7. Capacity for cooperation.

8. Contributions other than as a teacher and research scholar to the welfare of the department, University, community and Montana.

Time in rank is also considered. Normally, instructors will serve a minimum of three years before being considered for advancement.

For assistant professors and associate professors, the normal minimum is five years. There is no fixed proportion of ranks within departments.

General

Promotion not concurrent with the beginning of the academic (or fiscal) year is discouraged. Promotion should not be recommended solely because an individual has received offers from other institutions or because it would be inconvenient to replace him. To reduce any stigma of pressure and association with salary considerations, promotions should be considered well in advance of the annual salary and budget review.

The late President Leon H. Johnson elaborated on these criteria in a memorandum dated January 5, 1966. President McIntosh endorsed this statement as an expression consistent with his views in July, 1970.

> There are many criteria on which we could base our policy of promotions. However, in my opinion the overriding criterion should be merit rather than length of tenure. There are some people for instance who should never be promoted to full professorships no matter how long they have been with us. On the other hand, there are those who by reason of especially meritorious service should be permitted to climb to the top in a relatively short period of time.
>
> The promotion from assistant to associate professor is an important one because it is the first step for the recognition of permanent tenure. We should not promote anyone to this rank unless we are reasonably confident that we would be willing to have that person with us permanently. Furthermore, it is expected that a candidate for an associate professorship should have completed the necessary educational requirements.
>
> The position of full professorship has always been to me a station of special significance. The candidate should hold the highest academic degree which is appropriate to his field. This must not become an ironclad rule, but the exceptions to it must have an exceptionally strong defense. Furthermore, the nominee must have demonstrated above average academic maturity and judgment. He should have made significant contributions to his field both in teaching and in research. We should not be as interested in the number of publications as we are in the quality of the work. There should be strong indications that output in quality and quantity will continue. There must be concrete and indisputable evidence of the candidate's dedication to his profession and above all he should possess irreproachable integrity as a scholar.

406. Termination Procedures

The regular staff recommendation form is used for processing terminations. "Termination" should be typed in the upper left-hand corner of the form.

PROFESSIONAL STAFF

1. **Voluntary Resignation.** When a staff member submits a letter of resignation to a department head, the department head should consult with the dean of his college, the Dean of the College of Graduate Studies and the Vice President for Academic Affairs or other appropriate administrators, and with the President if circumstances seem to warrant it. If all are agreed, the department head will write a letter acknowledging and accept-

ing the resignation. The letter of resignation, together with a copy of the acknowledgement, is then attached to the termination form and sent through the usual channels. If an administrative officer other than the department head (usually a dean or the President) receives a resignation, he should acknowledge it and forward it to the department head for the initiation of the above process.

If a staff member resigns orally or informs the department head t hat he has accepted another position, the department head should ask to have this confirmed in writing so that the termination process can be initiated.

2. **Enforced Termination.** For members of the academic faculty the procedures outlined in Section 404, Annual Faculty Review should be followed. For members of the professional staff not covered by Section 404, the supervisor is expected to have engaged in the same process of informal consultation with appropriate University administrative officers as outlined in #1 above.

Assuming that there is agreement on the course of action, the department head will initiate a termination form, including the facts on the form or in an accompanying letter. When this form reaches the President (if he is in agreement), he will write a letter to the staff member informing him of the action. All official notices of enforced termination must come from the President's Office.

It is very important to obtain adequate notice from staff members who are leaving, and it is equally important to give adequate notice to those who are being dismissed. A termination form should be processed as soon as a firm decision has been reached, without waiting until contract time to formalize these actions. The following AAUP policy will be the guideline for academic faculty:

> Notice of nonreappointment, or of intention not to recommend reappointment to the governing board, should be given in writing in accordance with the following standards:
>
> 1. Not later than March 1 of the first academic year of service, if the appointment expires at the end of that year; or, if a one-year appointment terminates during an academic year, at least three months in advance of its termination.
> 2. Not later than December 15 of the second academic year of service, if the appointment expires at the end of that year; or, if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination.
> 3. At least twelve months before the expiration of an appointment after two or more years in the institution.

For other professional staff state policy requires notification by April 15, or ninety days before the expiration of the contract in the case of the Cooperative Extension Service.

Notice of intent not to renew, or to offer a terminal Letter of Appointment should be given as early as possible before the end of the current appointment period. Persons who hold Letters of Appointment must realize that early notice of continuation or termination of funding is often not available. Such Letters of Appointment must be considered terminal unless other conditions or stipulations are written into the appointment.

OTHER STAFF

1. **Voluntary Resignation.** The green staff appointment forms include a section where the staff member can sign a resignation statement. This

signed form is then processed through the usual channels. If the staff member submits a letter of resignation and cannot be reached to sign the resignation statement, then this resignation should be acknowledged and accepted in writing and copies of both the resignation letter and the acknowledgment should accompany the termination form.

2. **Dismissal.** All dismissals should be confirmed in writing by the department head, and a copy of the dismissal letter should accompany the termination form.

In either case, the termination form should indicate the last day the employee was actually at work. Any accrued annual leave will be added from the Business Office records.

407. Equal Employment Opportunity Program

1. **Purpose**

To establish general principles to serve as guidelines for all members of the University community in the conduct of matters pertaining to employment practices.

2. **Policy**

The University is committed to equal opportunity for all persons in all facets of the University's operations. The University's policy has been, and will continue to be, one of nondiscrimination, offering equal opportunity to all employees and applicants for employment on the basis of their demonstrated ability and competence without regard to such matters as race, color, religion, sex or national origin.

3. **Responsibility for Implementing the Policy and Program**

a. It is the continuing, active, individual responsibility of each principal administrative officer, dean, department and division head or supervisor to assure that equal employment opportunity is provided for all employees and applicants for employment.
b. The Equal Employment Officer will publish instructions as required to implement the steps of the program outlined below applicable to the officer's assigned responsibility.

4. **Dissemination of the Policy and Program**

To assure that the University's commitment to equal employment opportunity is communicated to all involved with recruiting, selecting, hiring, training and promoting employees, the University will disseminate the policy and program both internally and externally.

a. In addition to the normal distribution of this University Regulation, a copy will be given to each supervisor.
b. The policy and program should be discussed in meetings with faculty, staff and supervisory personnel to assure that the intent of the policy and individual responsibility are clearly understood.
c. The policy will be included in the Staff Personnel Policies Manual and also in pamphlets given to new employees at the time they are hired.
d. Recruiting sources will be informed of the University's policy of nondiscrimination.
e. An appropriate statement concerning nondiscrimination will be included in letters, brochures and announcements of position vacancies intended to recruit applicants for employment.
f. The Equal Employment clause will be incorporated in all invitations to bid,

purchase orders, leases, contracts, etc., covered by Executive Order 11246, as amended, and implementing regulations.

5. Recruiting

a. The University will continue to recruit applicants for employment on the basis of their demonstrated ability and competence without regard to race, color, religion, sex or national origin.
b. Sources likely to yield qualified minority group and female applicants will be identified and included in all recruiting efforts.
c. Minority employees will be actively encouraged to refer applicants and advise of sources of minority candidates.

6. Employment and Placement

a. All applicants for employment will continue to be considered and placed on the basis of their qualifications without regard to race, color, religion, sex or national origin.
b. All employment procedures including job descriptions, application forms, tests, applicant interviewing and the total selection process, will be reviewed on a continuing basis to insure that the requirements in themselves do not constitute inadvertent discrimination.

7. Training

a. All University employee training programs will be administered and conducted in conformance with the University's policy of nondiscrimination.
b. Selection of employees for training will be on the basis of merit without discrimination.

8. Promotions, Transfers, Demotions and Layoffs

a. As opportunities for upgrading occur, including on the job and transfer between departments, divisions, or colleges; measures will be taken to assure that all qualified employees are afforded equal access to the opportunity and that promotion decisions are in accord with the principles of equal opportunity.
b. During any force reduction period, selection of employees for downgrading or layoff will be made without regard to race, color, religion, sex or national origin. The same considerations will apply in selecting employees for recall from layoff.

9. Contractors and Subcontractors

a. All prime contractors on University federally assisted construction contracts will be notified of the University's firm commitment to the principle of equal employment opportunity and to their responsibility under existing laws or executive orders.
b. Where the University is a subcontractor to a prime contractor on government contracts, the prime contractor will be furnished a copy of this regulation.

10. Facilities, Social and Recreational Activities

a. All University facilities will continue to be maintained on a nonsegregated basis.
b. All University-sponsored social and recreational activities will continue to be conducted on a nonsegregated basis.

11. Reports and Documentation

Reporting and record keeping systems will be developed by the Equal Employment Opportunity Office.

12. Goals and Timetables

The University is a complex and diversified institution, therefore attainment of the ultimate goal — full utilizaiton of qualified female and minority group persons in each position category in numbers reasonably expected by their availability — is a long-range undertaking. Nevertheless, the University will continue to direct its effort in good faith toward attainment of the objectives of its policy. Results achieved under this program will be evaluated annually and the program revised as required.

GUIDELINES FOR CIVIL RIGHTS COMPLIANCE AT INSTITUTIONS FUNDED THROUGH THE COOPERATIVE STATE RESEARCH SERVICE

The following guidelines were issued in August of 1973 by the United States Department of Agriculture, Cooperative State Research Service.

These guidelines clarify CSRS policy with regard to implementation of Title VI of the Civil Rights Act of 1964 and conform to department of Agriculture Regulations governing Civil Rights (Title 7, Sec. 15). The policy statements listed below are applicable to all programs supported by funds administered through CSRS.

A copy of these guidelines must be made available to each member of your staff. The general public must also be made aware of these policies. Specific procedures for notifying the staff and the public are to be developed by the responsible research official.

1. All facilities of the recipient institution, i.e., rest rooms, dining areas, auditoriums, seminar rooms, research facilities, equipment, and plot areas shall be available on a non-discriminatory basis.
2. For all research oriented meetings sponsored by the recipient institution, attendance shall be on a non-discriminatory basis. In addition, research funds cannot be used to enable staff members to participate in research meetings that are segregated by race, color, or national origin.
3. Groups, associations, and organizations which are furnished assistance by the research unit must be informed in writing that such groups cannot receive assistance if they practice discriminatory policies based on color, race, or national origin. The responsible official of the research unit must determine that the groups, associations, or organizations do not practice discrimination.
4. Records must be maintained to show as accurately as possible the participation of minorities in all research related activities of the unit. This refers to direct subprofessional and professional employment, to graduate research assistants, to membership on advisory bodies, and to participation in research related events sponsored by the research unit. Such records shall be made available upon request to USDA personnel engaged in compliance review activities at your institution.
5. There can be no participation in duplicate or similar sessions for research oriented events open to the public when such duplication maintains segregation on the basis of race, color, or national origin. Announcements of events open to the public must contain the statement that the event is, "open without regard to race, color, or national origin."
6. Any formal discrimination complaint against the unit that involves programs supported by federal grant funds must be made available to USDA personnel engaged in compliance review activities at your institution.
7. All public announcements must state that your unit is an Equal Opportunity Employer.
8. All mailing lists used by the research unit shall be compiled and maintained without reference to race, color, or national origin. There must be no way to directly or indirectly exclude minority individuals or organizations.
9. These policies will be supplemented by CSRS as the need arises.

The responsible research unit leader is specifically responsible for developing and maintaining policies and procedures to insure the further application of these guidelines.

408. Nepotism

Section 59-519 of the Revised Codes of Montana 1947 reads as follows:

Section 519. Appointment of relative to office of trust or emolument unlawful. It shall be unlawful for any person or any member of any board, bureau or commission, or employee at the head of any department of this state or any political subdivision thereof to appoint to any position of trust or emolument any person or persons

related to him or them or connected with him or them by consanguinity within the fourth degree, or by affinity within the second degree. It shall further be unlawful for any person or any member of any board, bureau or commission, or employee of any department of this state, or any political subdivisions thereof to enter into any agreement or any promise with other persons or any members of any boards, bureaus or commissions, or employees of any department of this state or any of its political subdivisions thereof to appoint to any position of trust or emolument any person or persons related to them or connected with them by consanguinity within the fourth degree, or by affinity within the second degree.

Department heads or other supervising personnel should be careful to observe the provisions of the Nepotism Law. In case any questions arise regarding the interpretation of this law the President's Office should be consulted.

5. LEAVES AND BENEFITS

501. Leave Privileges

DEFINITION OF TEACHING PERSONNEL

The Regents of Higher Education have established the policy that the term "teaching personnel" shall be as follows:

> Teaching personnel shall be considered as unit presidents, vice presidents, deans, all faculty holding regular academic rank, all research faculty, adjunct faculty, professional library staff and all other professional staff as approved by the Regents.
>
> — Item 223-004, approved July 10, 1972

ANNUAL LEAVE

Professional Employees on Staff Appointment. Vacations are recognized as basic to the maintenance of health and morale. The full vacation at one time is recognized as being of more value than vacation taken piecemeal. Circumstances may demand, however, that vacation be taken in smaller blocks of time. Teaching personnel employed under the terms of an academic year contract shall not qualify for vacation leave. Members of the staff on 12-month appointments are entitled to one calendar month of annual leave, with pay. No more than 30 working days of annual leave may be carried forward as of January 1 of any year. Annual leave should be arranged for in advance with the department head and is to be at the convenience of the department.

Professional staff who are employed on an academic year contract are required to teach three academic quarters each fiscal year, or they are assigned to other University sponsored responsibilities for a comparable period. The specific dates of their employment shall be a matter of record in the department office.

Nonacademic Employees on Staff Appointment. Every employee of Montana State University on continuous, full-time (40 hours per week) employment is, after serving one full year, entitled to and shall be granted annual vacation leave with full pay as stated in the following table:

YEARS OF SERVICE IN MONTANA STATE, COUNTY OR CITY SERVICE	RATES AT WHICH ANNUAL LEAVE ACCRUE
1 through 10 years	1¼ working days or 10 hours monthly
11 through 15 years	1½ working days or 12 hours monthly
16 through 20 years	1¾ working days or 14 hours monthly
20 years or more	2 working days or 16 hours monthly

NOTE: If a new employee has prior service which can be used in determining years of service for leave purposes, it must validate to the satisfaciton of the University. The validation is to be forwarded to the MSU Personnel Services Office.

University holidays which occur during an employee's annual leave are not charged as annual leave.

Annual vacation leave may be accumulated to a total not to exceed two times the accrual rate as of the end of any calendar year. An employee leaving the University shall be entitled to cash compensation for unused vacation leave. Vacation leave shall not accrue during leaves of absence without pay, the duration of which exceeds 15 calendar days in the month the absence occurred. Absence from employment by reason of illness shall not be charged against annual vacation leave unless authorized in writing by the employee.

The dates when the employee's annual vacation leave shall be granted should be determined by agreement between the employee and his supervisor with regard to the best interest of the department, as well as the best interests of the employee.

Employee leave records are maintained by the MSU Personnel Services Office. Records signed by the employee and his supervisor are submitted monthly to the MSU Personnel Services Office.

Cooperative Extension Service. State staff members are granted annual leave at the rate of 1.83 days per month or 22 working days per year. No more than 30 working days of annual leave may be carried forward as of January 1 of any year.

SICK LEAVE

Sick leave regulations, until modified, are uniform for all personnel employed at least half-time. Each regular, full-time employee shall be entitled to sick leave at the rate of one (1) day for each month of service; the rate for part-time employees shall be prorated.

Sick leave will also be earned while an employee is receiving annual leave or sick leave. There is no limit on the amount of sick leave which may be accumulated. At the time of termination, resignation or retirement, each employee will be eligible for a cash payment equal to one-fourth of the unused sick leave accrued since July 1, 1971.

An employee may not accrue sick leave during a leave of absence without pay, the duration of which exceeds fifteen (15) days. He is entitled to sick leave only after being continuously employed for ninety (90) days, upon the completion of which he is entitled to credit for sick leave earned during that period.

In addition to his own illness, an employee absent from work for any of the following reasons shall be allowed paid leave deductible from his sick leave credit:

1. Serious illness of one of the employee's immediate family requiring the employee's presence (not to exceed three (3) days in any one month).
2. Death in employee's immediate family (not to exceed five (5) days in any one month).

The immediate family is judged to consist of wife or husband, child, father, mother, brother, sister, or relatives of employee's spouse in like degree.

EIGHTH-QUARTER LEAVE

In general, the Montana 12-month eighth-quarter-leave contract is being phased out, and except for County Agents, no new employees are being offered this contract. The regulations below apply only to persons who are still on the 12-month eighth-quarter-leave contract. An employee

on this contract may apply for one out of every eight quarters "out of residence" with full pay.

In case a staff member desires a quarter "out of residence" before the usual seven quarters in residence have been served, he must submit a particularly worthy plan which indicates that the activities for the period will contribute to the professional improvement of the staff member and to the welfare of the institution and the State of Montana, and he must also give in writing an assurance of return to active service in the institution at the end of the leave period. In case he does not return, the staff member shall refund the money paid him as salary during the leave of absence. Quarters "out of residence" may be cumulative not to exceed two quarters or one-half contract year. A staff member may be granted two such quarter periods "out of residence" provided he submits a suitable plan for the use of the period and gives assurance in writing of return to active service at the end of the period. All eighth-quarter leave must be completed before the end of the fiscal year in which the faculty member becomes 70 years old. No contract can be issued for a subsequent year, or any part, even if the purpose is only to complete a leave.

Satisfactory programs or projects for use of "out of residence" periods include research, travel or visits to other institutions or areas of particular value in improving the staff member's competence; related work in other institutions or private or business organizations; or other activities which the dean of the college and the President, with the approval of the Regents of Higher Education, agree will improve the staff member professionally or which directly or indirectly benefit the institution and the State. If compensation is received by the staff member during the "out of residence" period for services to other agencies, he shall return such sums of money as received from the institution from which he has been granted "out of residence" less such amounts as may be necessary to cover travel, added living expenses, or related costs incurred in undertaking such work at other institutions, agencies, organizations, etc., or in other areas; but in no case shall the staff member be required to return an amount in excess of the money received from the institution during such "out of residence" period.

Quarters "out of residence" are considered only at quarterly meetings of the Board of Regents (April, July, September and December). Quarter Out of Residence forms are used for quarters "out of residence" or for other equally long or longer leaves. Complete four copies of this form and submit them to the department head. After it has been approved by the department head, dean of the college and the president, one copy will be returned for the department files. Requests for quarters "out of residence" should be submitted to the President at least three months before the requested quarter is to begin. After the Board approves the leave, the staff member will be notified.

Eighth-quarter leaves are for three calendar months.

JURY AND WITNESS DUTY

The employee is excused from his normal work to honor the summons. The employee has the option of either — (1) taking annual leave or leave without pay and retaining the witness fees, or; (2) signing the fees over to the Business Office and receiving his or her normal salary from the University with no charge to his or her annual leave credits.

502. Sabbatical and Educational Leave

The Board of Regents of Higher Education, has approved the following policy (June 7, 1968).

ITEM 204-001, LEAVE POLICY, MONTANA UNIVERSITY SYSTEM

It shall be the policy of the Board of Regents to establish provisions for Faculty Sabbatical Leave, Administrative Personnel Leave, Supervisory Personnel Leave, Educational Leave, and Leave of Absence for Montana. No leave herein mentioned shall be deemed earned leave time, or become a vested right or interest nor shall this leave policy be, or become an implied provision of any contract; and the right shall remain vested in the Board of Regents, to amend, alter, rescind or abolish said leave policy at any time.

Internal unit procedures for implementing this policy shall be developed and approved by the Council of Presidents and shall generally be consistent throughout the Montana University System. This procedure shall be reported to the Board of Regents and the report will be filed and kept as a current report in the Office of the Commissioner of Higher Education.

I. **Faculty Sabbatical Leave.** Any member of the academic faculty within the University System whose service totals seven (7) or more years shall be considered eligible to apply for sabbatical leave. The granting of such leaves shall be guided by criteria listed in the appropriate section under "Rules and Definitions."

II. **Administrative Personnel Leave.** Presidents of Montana University units, vice presidents, deans, directors of schools, chairmen of departments and other academic administrative personnel may be eligible to apply for "Administrative Personnel Leave." Consideration for such leave shall be based on the criteria listed in the appropriate sections under ' Rules and Definitions."

III. **Supervisory Personnel Leave.** Supervisory personnel in positions not directly related to academic administration may be eligible to apply for "Supervisory Personnel Leave." Consideration for such leave shall be based on criteria listed in the appropriate sections under "Rules and Definitions."

IV. **Educational Leave.** Faculty members not in possession of terminal degrees or terminal qualifications may be eligible for "Educational Leave." Consideration for such leave shall be based on criteria listed in appropriate sections under "Rules and Definitions."

V. **Leave of Absence.** Faculty, administrators and supervisory personnel may be eligible to apply for "Leave of Absence" without pay. Consideration for such leaves shall be based on criteria listed in the appropriate sections under "Rules and Definitions."

RULES AND DEFINITIONS

1. All applications for leave shall be submitted to the presidents of individual university units of the Montana University System, or, if applicable, the Board of Regents, allowing sufficient time for evaluation and approval prior to the beginning of the leave.

2. All leaves shall be subject to budget limitations that may exist at any university unit at any time.

3. Personnel under 12-month eighth-quarter contract leave policies shall not be eligible to apply for leave described in Sections I through IV.

4. Faculty Sabbatical Leave; Criteria for Eligibility:
   A. Faculty members may apply to their respective unit administrators for "Sabbatical Leave." In granting Sabbatical Leave, university units will be guided by the applicants:
      A-1. Service which is primarily teaching or research
      A-2. Academic rank
      A-3. Total length of service in the Montana University System
      A-4. The type and quality of the proposed program.
   B. Satisfactory programs or projects for sabbatical periods include research, travel, related work in other institutions or private or business organiza-

tions; or other activities which the president of the unit, with the concurrence of the Board of Regents, agree will improve the staff member professionally, or which directly or indirectly benefit the institution and the State.

C. All sabbatical leaves shall be for a period of not less than two academic year quarters or more than an academic year. The salary paid during a leave shall not exceed two-thirds of the academic year contract amount established for the individual at the time the leave is approved. Payments during the period of leave shall be received in equal monthly installments.

D. Recipients of sabbatical leaves from any unit of the Montana University System may avail themselves of fellowship, assistantships or other sources of limited income; however, this policy shall not permit full-time employment for any person while on sabbatical leave and receiving payments from the Montana University System.

E. Any faculty member receiving sabbatical leave will be expected to return to his university unit for at least one academic year or to repay money received from the university unit while on leave.

5. Administrative Personnel Leave

A. All leaves for presidents of Montana University units, vice presidents, deans, directors of schools, chairmen of departments and other academic administrative personnel, and conditions for such leave must be approved by the Board of Regents.

B. Requests for such leave must show value to the respective unit of the University System and cause no impairment of university unit program because of the applicant's absence.

C. Satisfactory programs or projects for presidents, vice presidents, deans, directors of schools, chairmen of departments, and other academic administrative personnel, include study, research, travel, related work in other institutions or private or business organizations or other activities which the president of the unit and the Board agree will improve the staff member professionally or which directly or indirectly benefit the institution and the State.

D. Any faculty member receiving an administrative leave will be expected to return to his university unit for at least one academic year or to repay money received from the university unit while on leave.

6. Supervisory Personnel Leave

A. Requests for supervisory personnel leave must be made to and approved by the president of the university unit at which the applicant is employed.

B. Requests for such leave must show value to the university unit or system and cause no impairment of university program because of the applicant's absence.

C. All leaves for supervisory personnel must receive prior approval from the Board of Regents if such leave will exceed a three-month period.

D. Anyone receiving a supervisory leave will be expected to return to his university unit for at least one academic year or to repay money received from the university unit while on leave.

7. Educational Leave

A. Any member of the academic faculty of the Montana University System shall be considered eligible to apply for educational leave to their respective unit administrators.

B. In considering applications, administrators of individual units of the Montana University System will be guided by the following criteria:

B-1. Service which is primarily research or educational

B-2. Possession of academic rank of instructor or higher

B-3. Adequate assurance that the requirements for a terminal degree or terminal qualifications may be completed during the period of leave

C. Any faculty member receiving an educational leave will be expected to return to his university unit for at least one academic year or to repay money received from the university unit while on leave.

8. Leaves of Absence

A. Requests for leaves of absence without pay shall be made to the president of the Montana University unit at which applicant is employed.

B. Requests for presidents or vice presidents must be approved by the Board of Regents.
C. After two years of continuous service, other members of the faculty, administration or supervisory staff may be granted a leave of absence without pay by the president of the Montana University unit. All leaves without pay shall be reported to the Board of Regents.
D. Satisfactory programs or projects shall include research, education, travel or related work in other institutions, or private or business organizations, or other activities which the president of the university, or if applicable, the Board of Regents, agree will improve the staff member professionally or will directly or indirectly benefit the institution or the State.
E. The time period for this leave shall not exceed two years.

Every staff member on leave (other than eighth-quarter leave) from Montana State University must inform the President's Office in writing by February 1 of the date on which he proposes to return from leave, or must by February 1 request a further extension of his leave. Failure to do this may result in the lapse of the contract of employment and loss of all tenure rights.

It has been necessary to make administrative interpretations of some of the wording of the above Board item:

1. Sabbatical leave eligibility is earned while on an academic year or a fiscal year contract, but it is not earned while on the 12-month eighth-quarter leave contract. This interpretation is based on discussions with Regents at the time **Item 204-001** was adopted. The sabbatical leave program was intended for those not on eighth-quarter leave contract. Section (3) under "Rules and Definitions" was intended to cover this situation, but was not worded properly.

2. Time spent on leave from Montana State University does not earn service time toward sabbatical leave.

3. The seven years of service required for a sabbatical leave must be completed by the time the leave is started, not necessarily by the time the application is filed.

4. Section 7.B-3 requires that a candidate for educational leave give adequate assurance that the requirements for a terminal degree or terminal qualifications may be completed during the period of the leave. In the absence of another interpretation by the Board of Regents, this section will be interpreted to mean that the degree or qualifications will be completed by the end of the leave, and the situation where course work will be completed but the thesis not completed is specifically excluded.

Sabbatical and Educational Leave
Procedures at Montana State University

1. The faculty member fills out an application which essentially requests the information contained in item (4) or item (7) above.

2. The following schedule gives the approximate deadline which will be allowed. Exact times will be announced each year.

Reminder to academic faculty (from President's Office) — Not later than October 1
Application (to President's Office) — By November 30
Faculty Committee review — By January 15
Administrative action — By February 1
Announcement of awards which will be recommended to Regents — By February 15

3. Since the policy item sets only a maximum sabbatical salary, a minimum of 50 per cent of the salary is established for a sabbatical leave where no other support is available.

4. Salary regulations for educational leave are the same as for sabbatical leave.

5. Applications will be screened first by the President's Office, and those which meet all eligibility criteria will be forwarded to the Personnel Subcommittee of FPAC.

6. The Personnel Subcommittee of the FPAC is assigned the responsibility of screening applications and recommending to the President of Montana State University two priority lists, sabbatical and educational, for leaves.

7. The overriding criterion is the value of the leave to the institution.

8. The President, in consultation with the President's Forum, will determine the amount of the institutional resources which will be allotted to each type of leave.

9. If there are questions concerning the priorities assigned the various applications, these will be discussed with the Personnel Subcommittee before any changes are made.

10. Applications approved for funding, subject to approval of the Regents, will be published for the information of the faculty.

503. Accident and Unemployment Compensation

Academic and Agricultural Experiment Station Staffs. Staff members are covered by the Industrial Accident Board of the State of Montana. This coverage includes doctor and hospital bills for injuries received while performing duties required by the employee's position. Accidents should be reported immediately to the department head who should secure a report form of the Industrial Accident Board from the Personnel Services Office. The head of the department should fill out this form immediately and send two copies to the Personnel Services Office, except in the case of the Agricultural Experiment Station, in which case the report goes to the Director's Office who will forward it to the Personnel Services Office for action. An authorization form to the employee's doctor should also be filled out by the department head and given to the injured employee. The employee's doctor must make a report to the Industrial Accident Board after his examination. Any questions regarding Industrial Accident coverage should be referred to the Personnel Services Office.

Cooperative Extension Service Staff. Extension workers are eligible for the benefits of the United States Employee's Compensation Act. County workers whose salaries are paid in part by the counties are also eligible for the benefits of the Industrial Accident Board.

Nonacademic Staff. University employees are covered by the Industrial Accident Board of the State of Montana. This coverage includes doctor and hospital bills for injuries while performing the duties required by the employee's position.

Unemployment Compensation. All MSU employees except student employees are covered under the unemployment compensation law effective January 1, 1972. Information is available in the Personnel Services Office.

504. Group Insurance Plans

All professional staff and nonacademic staff employees on at least a ¾ time appointment and union employees of Montana State University are

eligible to join the comprehensive group insurance health plan underwritten by the United Benefit Life Insurance Company. The plan offers a comprehensive and liberal hospital, surgical, medical and major medical insurance for the employee and his dependents.

New employees must make application for the insurance within 90 days from the first day of their employment. Payment for this group insurance is made by a payroll deduction monthly, with the employer (MSU) contributing $10.00 each month for each employee eligible to participate.

For further information on coverage and rates, call the United Benefit Life Insurance Company representative for this area, telephone 587-4841.

Cooperative Extension Service employees under federal appointment are eligible for Federal Employees' Group Life Insurance. This is term insurance at low cost without requiring medical examination. Coverage includes payment for accidental loss of one or more limbs or eyesight, and life insurance after retirement, with reduction in benefits, at no cost to the employee. The amount of coverage is based upon the salary received. The cost to the employee is 60 cents per month per $1,000 of coverage. In addition the Montana Extension Service pays half that amount for each employee. This is an optional program, but a new employee is automatically insured unless he requests a waiver. Additional insurance in the amount of $10,000 may be purchased at the employee's expense. The cost to the employee varies with the age of the employee.

Cooperative Extension Service employees are also eligible for the Federal Employee's Health Benefits Program, which offers a choice of two health insurance plans. Both plans provide "catastrophic" coverage, and there are no medical examinations, no waiting periods and no restrictions because of age or physical condition. The Montana Extension Service contributes toward the cost of each plan and monthly payments are made through payroll deductions as with group life insurance. Specific information will be given to each new employee concerning the plans available.

All permanent, full-time employees, except employees under Federal Retirement, of Montana State University are covered under Long Term Disability Group Income Protection and life insurance. The cost of this program is completely borne by Montana State University. United Benefit Insurance Company, Omaha, Nebraska, is the underwriter. The Long Term Disability Group Income Protection policy protects the insured person to 60 per cent (less benefits or compensation from retirement programs or other disability group or franchise plans) of his basic monthly earnings in effect immediately prior to cessation of active employment due to total disability by injury for life or due to total disability by sickness to age 65. Each eligible employee is covered by MSU with $5,000 term life insurance, if under age 65 and $5,000 Accidental Death and Dismemberment.

505. Tax-Sheltered Annuities

As a result of Public Law 87-370, enacted October 4, 1961, public school employees may exclude part of their salary from current taxable income by electing to have their employer invest this in retirement annuities. As long as the money is left in the annuity, it is not taxable, but becomes taxable when the employee actually receives it.

The annuity itself is individual and voluntary, controlled by the

individual employee. The employee names his own beneficiary and has the right to take it with him should he change jobs. In the event of death, the entire value of the annuity is excluded from federal estate taxes and the beneficiary receives up to a $5,000 income tax exclusion on the annuity.

Employees may elect to enter the program on a fiscal year basis. The sign-up period is generally May 15 to June 30 of each year. Each department will be notified of this sign-up period by letter. Employees joining the staff in September may enroll at that time. For further information, employees should call the MSU Personnel Services Office.

506. Retirement Policies

Academic Personnel

All academic and research personnel of Montana State University are required to belong to the Teachers' Retirement System of Montana. A salary deduction of 5.125 percent is made monthly from payroll checks. In addition, a membership fee of $1.00 a year is charged, included with the first deduction of the fiscal year. The membership contributions are set up in a separate account by the Teachers' Retirement System in Helena. Upon leaving the System, a member may request a refund which amounts to his contributions, not including membership fees. The individual must make application for refund through the State Teachers' Retirement Office in Helena, Montana 59601.

The State matches the employee's contribution by a contribution of 5.25 percent of the salary of each individual. The faculty member may retire at age 60. The amount of retirement income depends on the number of years of service. A booklet covering the provisions of the Retirement System may be obtained from the MSU Personnel Services Office. Additional information may be obtained from the Executive Secretary, Teachers' Retirement System, Helena, Montana 59601.

All academic personnel are subject to the provisions of the Federal OASI program (Social Security). A pamphlet explaining the many provisions of the Social Security Law may be obtained at the MSU Personnel Services Office.

In the fall of the academic year in which a faculty member will turn 64, either his dean or department head will meet with him and outline the retirement situation, namely that the normal procedure is for a faculty member to retire at the end of the academic year in which he turns 65. This meeting will be confirmed with a letter. A faculty member may request on a yearly basis to continue teaching beyond the age of 65. This request must be submitted at the time of the Annual Faculty Review in mid-winter and should indicate the special circumstances and the unique service which would be rendered to the University and/or the State. In the absence of such a request, or if the request is not accepted, the faculty member would receive with his contract a letter indicating that this is the last contract prior to retirement.

Nonacademic Personnel

The State of Montana has established the Public Employees' Retirement System for all employees not covered by another retirement system. The required employee contribution of 5.75 percent of the salary is collected monthly as a payroll deduction. A membership fee of $1.00 a

year is charged and included with the first deduction of the fiscal year. Upon leaving the system a member may request a refund of his entire deposits less membership fees. The State contributes 4.6 percent (4.9 percent after July 1, 1975) of the employee's salary to the pension fund. The basic retirement age is 60 years; however, any employee with at least 10 years of service may retire at the age of 55 at some reduction in retirement income. All members of the system may be retired at the end of the school year in which they reach age 70. A booklet explaining PERS is available in the MSU Personnel Services Office. Specific information should be obtained from the Secretary, PERS, 1712 Ninth Avenue, Helena, Montana 59601.

Extension Service Employees under Federal Appointment

Extension Service employees under federal appointment participate in United States Civil Service Retirement. They are prohibited by State Law from participating in the State Teachers' Retirement System, since they are contributing to the Civil Service Retirement Plan. Seven percent of the employee's gross salary is contributed, regardless of the salary level. Because of their participation in Civil Service Retirement, Extension workers under federal appointment are not eligible for Social Security.

Social Security is now in effect for all employees of the Montana University System and is compulsory, except for Extension workers under federal appointment.

507. Credit Union Membership

Full-time employees of MSU are entitled to membership in Bozeman Federal Credit Union. The credit union address is 2631 W. Main and the telephone is 587-8641. The credit union is a non-profit organization owned and controlled by its members, all of whom are employees of the Federal, State, County, City or school districts and reside in Gallatin County. Its purpose is to promote thrift and provide for its members a convenient source of credit at fair rates of interest. Dividends are paid on share deposits. Interest rates on loans are 12% or 1% per month on the unpaid balance. Interest refunds have been made the past two years. Payroll deductions are provided by MSU so, if desired, a portion of an employee's salary can be sent directly to the credit union.

508. Athletic Tickets

The faculty at Montana State University is encouraged to attend the athletic contests. Faculty activity tickets are available to a faculty member and spouse on a sport basis for football and basketball. These tickets are sold on a season basis only with the approximate cost of $1.50 per game in football and $1.00 per game in basketball. The activity ticket entitles the holder to a general admission seat in any nonreserved section.

Season reserved tickets for football and basketball are also available to faculty members and spouse at an approximate 25 per cent reduction in price.

The rates given on each ticket plan above are available only on a season basis. Individual game admissions will be at the regular published rates.

509. Physical Education Department Facilities

Faculty members of Montana State University are encouraged to use the facilities of the physical education department. The department welcomes faculty at any time the facilities are not scheduled. Faculty members may schedule certain areas for certain periods of the day by calling the Director of Intramurals. Lockers, locks, and towels are available for a fee.

510. Identification Cards

Identification cards are available to the faculty of Montana State University through the individual departments. Each department head has cards for new members of the faculty, as well as renewals for present faculty. Cards are issued to coincide with the contract year, expiring on June 30 of each year. They are not to be issued for a period longer than one year.

In the event that a department's supply of identification cards has been exhausted, additional cards can be secured from the University Development Office.

Non-academic permanent and permanent part-time employees are issued identification cards by the Personnel Services Office at the time of employment. All cards expire on June 30, of each year.

511. Faculty Housing

To alleviate housing problems for incoming married faculty members who are not presently residing in Bozeman, the University provides thirty unfurnished two- and three-bedroom units in the faculty housing area. Ten furnished units in the student family housing area are also provided on a temporary basis. Faculty have assignment priority to this temporary faculty housing in the student family housing area until September 1st of each year.

The length of occupancy for faculty housing shall be no longer than two (2) years from the original date of occupancy and one (1) year from the original date of occupancy for temporary faculty housing in the student family housing area. This time limitation insures that most incoming married faculty members will have a place to reside until arrangements can be made to build, purchase, or rent off campus.

Contact the On Campus Living Office for further information.

6. PROFESSIONAL RELATIONSHIPS

601. Academic Freedom

Statement Approved by the Board of Regents March 12, 1963

The Board of Regents is in receipt of a Resolution from the House of Representatives in which the Board is advised of the concern of the House "for fair presentation of social and economic philosophies to students of the University System" and in which the Board of Regents is "requested to make such investigation into the statements" of a faculty member of the University of Montana, and "the relationship of such statements with the teaching practices of such member, as the Board deems appropriate in the light of this expression of concern by the House of Representatives."

In recognition of the possibility of misunderstanding, particularly among the academic communities of Montana and elsewhere, and in a sincere desire to approach this assignment with the greatest possible degree of objectivity, the Regents first wish to make clear their attitude toward freedom of speech particularly as it applies to the teacher in institutions of higher education. They therefore wish to endorse that portion of the 1940 **Statement of Principles on Academic Freedom and Tenure** announced by the American Association of University Professors, which reads as follows:

Academic Freedom

(a) The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

(b) The teacher is entitled to freedom in the classroom in discussing his subject, but he should be careful not to introduce into his teaching controversial matter which has no relation to his subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

(c) The college or university teacher is a citizen, a member of a learned profession and an officer of an educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a man of learning and an educational officer, he should remember that the public may judge his profession and his institution by his utterances. Hence, he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others and should make every effort to indicate that he is not an institutional spokesman.

The Regents place particular emphasis on paragraphs (b) and (c) of the above statement relating to the responsibilities as well as the privileges which members of the profession and professional organizations associate with this important concept of American life.

602. Conduct Guidelines

The following statements are guidelines applying to all members of the University community. The following may result in suspension, dismissal or expulsion from the University:

1. Obstruction or disruption of teaching, research, administration, disciplinary procedures or other University activities or of other authorized activities on University premises.
2. Dishonesty, such as cheating, plagiarism or knowingly furnishing false information to the University.
3. Forgery, alteration or misuse of University documents, records or identifications.
4. Physical abuse of any University-owned or -controlled property or the property of fraternities, sororities or cooperative houses, or at University-sponsored or -supervised functions.
5. Theft or damage to property of the University or that of a member of the University community or a campus visitor.
6. Unauthorized entry to or use or occupancy of University facilities.
7. Violation of University policies, rules or regulations concerning student organizations, the use of student facilities or the time, place and manner of meetings or demonstrations on University-owned or -controlled property.
8. Use, possession or distribution of narcotics or dangerous drugs, except as expressly permitted by law.
9. Violation of University regulations governing students who live in University-owned or -controlled property or in fraternities, sororities or cooperative houses.
10. Disorderly conduct or lewd, indecent or obscene conduct or expression on University-owned or -controlled property or on property of fraternities, sororities, cooperative houses or at University-sponsored or -supervised functions.
11. Failure to comply with directions of University officials acting in the performance of their duties.

603. Personnel Files and Confidential Information

Personnel files are those records both confidential and public which relate to any faculty or staff member's personal and professional characteristics, record of experience and evaluations of performance or potential. Any information which is a matter of public record elsewhere, e.g., salaries as reflected in the official minutes of the Board of Regents, shall be considered public information. The University will not, however, relinquish its right to limit access to its files on a "need to know" basis, even though such information may be public information; i.e., administrative files are not a library resource for the curious. At the discretion of the appropriate administrative officer, however, public information contained in the personnel files may be released on request of other agencies or at the discretion of University officials. All letters of recommendation provided on a confidential basis are to remain confidential; i.e., access is limited to the president, vice presidents, deans and the appropriate department heads. Whether or not such information has been shared by faculty members or others who are members of "search committees" prior to a candidate's appointment, such records are confidential and become a part of the individual's personnel file.

Evaluations provided by department heads and deans become a part of the confidential personnel file. Unsolicited laudatory letters may or may not be considered part of the personnel file at the discretion of the office concerned. Unsolicited complaints or criticisms, which have not been investigated or made known to the individual concerned cannot be placed

in the individual's personnel file or considered in any personnel consideration. Any communication which the faculty member himself originates may be placed in his personnel file, whether or not his expression reflects to his credit.

Personnel files are to be kept locked. If locked files are not available to all department offices, either (a) such files should be so equipped, (b) personnel records should be transferred to locked files in the most convenient administrative office, preferably that of the appropriate college dean.

Confidential Relationship between Student and School Personnel

Excerpt from Chapter No. 61, Forty-Second Legislative Assembly, approved February 27, 1971:

> An Act Providing for the Creation of a Confidential Relationship Between Student and School Personnel. Section 93-701-4, R.C.M., 1947, is amended to read as follows:
>
> 93-701-4. Persons in certain relations cannot be examined. There are particular relations in which it is the policy of the law to encourage confidence and to preserve it inviolate; therefore, a person cannot be examined as a witness in the following cases:
>
> • • • •
>
> 6. Any person engaged in teaching psychology in any school, or who acting as such is engaged in the study and observation of child mentality, shall not without the consent of the parent or guardian of such child being so taught or observed testify in any civil action as to any information so obtained.
>
> 7. A counselor, psychologist, nurse, or teacher, employed by any educational institution, cannot be examined as to communications made to him in confidence by a duly registered student of such institution, provided however, that this provision shall not apply where consent has been given by the student, if not a minor, or if he is a minor, by the student and his parent or legal guardian.

604. Liability Insurance

The State of Montana has in effect, Comprehensive General Liability Insurance covering bodily injury and/or property damage; Personal Injury Liability; Error or Omission Liability; Malpractice Liability with the State of Montana as the "Named Insured." In addition, the policy specifies "Persons Insured" with a policy definition as follows:

> Employees, meaning an officer, employee or servant of the State, including elected or appointed officials, and persons acting on behalf of the State in any official capacity temporarily or permanently in the service of the State whether arising out of the scope of their employment or duties whether arising out of a governmental or proprietary function. The term employee shall not mean a person or other legal entity while acting in the capacity of an independent contractor under contract to the State of Montana.

In regard to Malpractice Liability for employees within the above definition, who are licensed to practice as required in the State of Montana, the policy specifies "Persons Insured" with a policy definition as follows: "Any physician, surgeon, dentist, intern, X-ray or laboratory technician, pharmacist, nurse, nurse's aid, psychiatrist or psychologist."

In general, the insurance carrier has the right and duty and is legally obligated to investigate, make settlement and/or provide a defense for the insured as a result of a loss, claim or suit brought against the insured.

To reiterate the various conditions, exclusions, definitions, and limits for informational purposes and out of policy context and style, would only serve and cause misinterpretation, therefore, additional information and

inquiries concerning liability coverage should be directed to the MSU Business Office. Copies of the policy are available for review at the Business Office.

It is the insured's duty, through established procedures, to give notice in writing to the insurance company in the event of an occurance, claim or suit. Therefore, any accident or incident, not otherwise covered by the Workman's Compensation and Occupational Disease Act of the State of Montana (see section 503), should be reported immediately or as soon as practicable to the Business Office for coordination with the insurance company. Include details sufficient to identify the insured and specific information in respect to the time, place, circumstances and witnesses.

The insured shall not assume any obligation or incur any expense other than for first aid to others at time of accident.

605. Faculty Registration and Degree Candidates

A member of the Montana State University staff who is on regular appointment and who has the rank of associate professor or above may not be a candidate for a graduate degree at this institution. A resident member of the faculty of Montana State University who has the rank of assistant professor or above may not be a candidate for a graduate degree at this institution. This policy does not apply to persons on Courtesy Appointment and to members of the ROTC staff stationed at Montana State University.

A faculty member may not earn a graduate degree at Montana State University while he is on leave from Montana State University, if he is ineligible under the above paragraph.

Any staff member may take courses for undergraduate or graduate credit. These credits may be transferred toward a degree at another institution, depending on the regulations of the institution involved. Faculty members (0.75 FTE or more) may register for a total of not more than six credits a quarter with the approval of the head of the department and the dean of the college in which the member is employed.

All full-time faculty members are encouraged to broaden their knowledge by sitting in on as many classes as can be arranged without interfering with their university obligations. Such class attendance should be with permission of the instructor, subject to space in the classroom, and with the intent that credits for the subject would never be sought at Montana State University by the challenge method. Such class attendance would not require the payment of an Auditor's Fee. This policy does not apply to Continuing Education courses.

606. Candidacy for Public Office

Local Office

Faculty and staff members are free to run for, and to hold, local public office, provided the campaign and functions of the office do not interfere with the full discharge of their University duties. If the position does interfere with University duties, the person should resign, take leave or accept a reduced assignment.

State Office

If a faculty or staff member is elected to the State Legislative Assem-

bly, he will take leave of absence, without pay, during the legislative session. If nominated for a state office, he will take leave of absence, without pay, during the campaign. If elected to office he may request additional leave or resign his University position. Leave will be granted on an annual basis for a period not to exceed two years. At the end of the two-year period, the faculty or staff member will be expected to return or resign his position with the University.

National Office

The same procedures for state office holders govern national office holders (Approved by the Administrative Council, Sept. 15, 1971).

607. Additional Compensated Activities

CONSULTING SERVICES POLICY, MONTANA UNIVERSITY SYSTEM

Board of Regents Item 2-015-R0173, approved October 19, 1973:

The Board of Regents of Higher Education, recognizing that teaching, research, and public service are the primary responsibilities of faculty members in the Montana University System, agrees that it may be reasonable and feasible for faculty members to engage in consulting activities.

Each unit of the Montana University System shall adopt rules and regulations governing consulting activities carried on by faculty members. These rules and regulations shall be filed with the Commissioner of Higher Education and shall be made available to all faculty members in the unit concerned by publication in a Faculty Handbook or by other means.

MONTANA STATE UNIVERSITY POLICY ON ADDITIONAL COMPENSATED ACTIVITIES

By its very nature a university faculty is composed of persons having a great variety of professional skills and expertise. It is often in the best interests of the university to put these skills and expertise to work outside the confines of the university campus. The modern university's increasing involvement in the social, economic and technological affairs of the community, state and nation in both the public and private sectors requires a statement of policy to govern, in the most effective and efficient manner possible, all commitments of the university's professional competence.

The first commitment of a university is to its students. Good teaching and research should never become mutually exclusive activities, but rather each should enhance the other. In the assignment of duties, appropriate allowances in time for the conduct of research should be permitted for the productive scholar.

The second commitment of an institution of this type is to public service. This has been and will continue to be a traditional responsibility of a land-grant university. As with teaching and research, the institution should in assignment of staff time make appropriate allowances for such activities.

It is presumed that the university has priority claim on the working time of a full-time staff member.

However, there are special circumstances when it is advantageous to a university to permit members of its professional staff to perform additional services both university sponsored and non-university spon-

sored. Before consideration is given to extra compensation for individual staff members, department heads and deans are urged to provide released time for performance of these services. When this is possible, a Staff Appointment Form, (Professional), should be processed in order to shift the costs to the proper funding source. When, in unusual cases, this is not possible, it may be necessary to permit extra compensation. The main considerations for the performances of such services are that they must be of a nature adding to the individual's professional stature, must enhance, if possible, but not interfere with prime obligations of the university, and should bring credit to the University.

Therefore, the following statement of policy shall govern those activities for which extra compensation may be claimed:

I. University Duties

No employee of Montana State University may accept additional compensation for providing to the same clientele the same services which are part of his assigned University duties. In particular, no faculty member may receive compensation for tutoring students of this University. A teaching assistant may not receive compensation for tutoring students in any course in which he has any responsibility.

II. Consulting and Professional Practice

A. Conflict of Interest. All consulting assignments and professional practice accepted by faculty members must comply with this University's statement of policy on Conflict of Interest. (See Section 608.)

B. Compensation. Faculty members engaged in consulting work and professional practice not sponsored by institutions of higher education in Montana must charge fees that are consistent with those in his profession in the area and shall be entitled to retain such outside compensation except as noted below.

C. University Identification and Liability. In all private consulting engagements the client must be informed that the faculty member is acting as a private consultant; that Montana State University is in no way a party to the contract or liable or responsible for the performance thereof; and that Montana State University is not liable in any way for property of the client utilized for test, observation, or otherwise in connection with the consulting engagement, nor for consequent damages. No official Montana State University stationery or forms shall be used in connection with such work, nor shall the name of the University be used in advertising. The faculty member shall use his home address on correspondence and advertising. The name of the University shall not be used in any other way without the express consent of the dean of his college.

D. University Facilities and Personnel. Faculty members may use the space, equipment, and other facilities of the University in consulting work so long as it does not interfere with classes or other University activities. The member of the faculty undertaking private consulting work will be assessed a sum by the University to provide for additional costs incurred by the University in connection with the consulting work. The use of assistants (whether University employees, students, or others) by a faculty member acting in the capacity of a consultant shall be subject to the approval of his department head, who shall report such arrangements to the dean of his college.

E. Permission Required.

1. Small, single assignment of more than one day but not more than one week.

   A request in writing stating duties and maximum amount of time required must be presented to the department head and the dean of the college. Written approval from the department head and dean of the college is necessary.

2. Continuing consulting assignments or professional practice in which the total amount of time is one week or more and extending over several months.

   A request in writing, stating duties and maximum amount of time required, must be presented to the department head and the dean of the college. Written approval from the department head and dean of the college is necessary.

3. Retainer assignments in which no specific duties are involved other than the giving of advice but where the faculty member involved is not available to other firms in the same line.

   A written request directed to the department head and college dean is required. The request must state duties to be performed and must contain copies of all agreements relative to the assignment.

4. Consulting assignments or professional practice requiring more than one week or irregular assignments averaging more than one day per week.

   Each case will be treated individually, and arrangements must be approved in writing by the department head, college dean and president. These arrangements may involve leave without pay.

III. Vacations and Leave Periods

Activities not sponsored by the University and conducted off the University campus.

A. The University encourages faculty members to take annual vacation for the rest and recuperation purposes intended; however, compensated activities during this period should conform to the general intent of this policy.

B. For those faculty members on academic-year contracts, the University has no concern regarding compensated summer activities as long as they conform to the general intent of this policy.

C. For those faculty members on eighth-quarter leave, the University has no concern regarding compensated activities as long as they conform to the general intent of this policy.

This policy will cover only those activities which are conducted off the campus and for which the University has no responsibility. A special policy has been adopted by the Board of Regents for the field staff of the Cooperative Extension Service.

IV. University-Sponsored Activities

A. Summer Employment of Faculty on Academic-Year Contracts. The University may rehire faculty members for specific duties during the summer months at a monthly rate not to exceed 1/9 of the preceding academic-year's salary. Except under most unusual circumstances, no faculty member may be rehired during the summer for a period exceeding two months or the duration of the regular summer session.

B. Employment of Faculty Members on eighth-quarter leaves. The University, when circumstances require, may employ with extra compensation faculty members on eighth-quarter leave. The monthly salary rate shall not exceed 1/10 of the salary stated on the contract in force, nor shall the period of employment exceed two months or the duration of the regular summer session.

C. From time to time it may be advantageous to the University to assign or permit individual staff members to perform special professional services beyond, or instead of, their normal work-load. The preferred arrangement is to substitute the special services required for a portion of the normal work load. When released time from normal duties is not provided, a reduced load in a subsequent quarter may be authorized. If neither of these alternatives is feasible, extra compensation may be granted. This requires the recommendation of the department head and prior approval by the dean. The President's Office will provide forms for processing these requests.

D. Rate and Amount of Compensation for University-sponsored Professional Activities and Method of Payment. For all university-sponsored activities involving compensation under paragraphs A and B above, the compensation will be in the form of salary, not "consulting fees" or "honorariums." In those instances involving extra compensation under C above, the extra compensation will be in the form of increased salary. The hourly rate will based upon the individual's contracted salary. Extra compensation is limited to a total of 144 hours within the academic year, plus 32 hours for those on full-time contract during the summer. When teaching is involved, preparation time will be included in this limitation.

The hourly rate for compensation is determined by the annual contract divided by the number of hours of service required by the contract. The following factors are provided for ease of computation.

Hourly rate for:	**Contract salary divided by:**
Fiscal year contract	1903
Montana Special (8th-quarter)	1730
Academic Year	1557

E. Continuing Education Credit Courses. Faculty members may teach two Continuing Education courses per academic year, but no more than one at the same time, and retain the compensation therefrom without any special permission beyond that required to set up the course itself. The rate of compensation is as follows:

From 0 to 50 miles: $150 per credit hour;
From 51 to 100 miles: $175 per credit hour;
From 101 to 150 miles: $200 per credit hour;
Over 151 miles: $225 per credit hour.

F. No faculty member shall be engaged in more than one of these extra compensation activities (University-sponsored projects or Continuing Education courses) at the same time. Members of the President's Forum are excluded from extra compensation activities sponsored by the University.

V. Professional Writing and Other Creative Activities

Staff members of the University are encouraged to write for scientific and technical periodicals and to write books in their professional fields, and to engage in other creative professional activities. It is generally understood that college teachers are not held accountable for time devoted to professional writings unless such activity interferes with their assigned duties.

608. Conflict of Interest

Montana State University Statement of Policy on Preventing Conflicts of Interest in Professional Activities:

1. Montana State University adopts the principles of the American Council on Education — American Association of University Professors statement on preventing conflicts of interest in government-sponsored research at universities. (See Section 609 for the text of this statement.) Where appropriate, this statement is considered as applying to research, consulting and professional practice involving nongovernment sponsors.

2. No employee of Montana State University may undertake consulting or professional practice assignments which would result in a conflict of interest with his assigned University duties.

3. Any person employed by Montana State University who contemplates accepting an outside research or consulting assignment which is not under the control of the University must make a statement to this effect and file it with his department head who will forward it to the appropriate academic dean. It shall be the responsibility of the academic dean to transmit a copy of the file to the Vice President for Research in order that University coordination is accomplished.

4. Any employee of Montana State University who recommends or approves a purchase, and who has any financial interest in the firm involved in the purchase, shall make this fact known at the time. Any employee of Montana State University who recommends or approves a personnel action, and who has any financial interest or business association with the person who is the object of the action, shall make this fact known at the time. This requirement does not include textbook adoptions where the faculty member is clearly identified as the author or editor of the book in question.

609. ACE-AAUP Statement on Preventing Conflicts of Interest in Government-Sponsored Research at Universities

The many complex problems that have developed in connection with the ...nsive sponsored research programs of the federal government have been of ...owing concern to the government, the academic community, and private indus-

try. Much of this concern has been based upon the interrelationship of the numerous individual commitments that develop in an annual program now well over a billion dollars and the many conflicts of interest possible as a result. Section 608, Conflict of Interest, is Montana State University's response to some of these problems.

An underlying premise of the following statement is that responsibility for determining standards affecting the academic community rests with that community, and that conflict of interest problems are best handled by administration and faculty in cooperative effort. In addition to providing guidelines, the statement seeks to identify and alert administration and faculty to the types of situations that have proved troublesome. Throughout, it seeks to protect the integrity of the objectives and needs of the cooperating institutions and their faculties, as well as of sponsoring agencies.

The increasingly necessary and complex relationships among universities, Government, and industry call for more intensive attention to standards of procedure and conduct in Government-sponsored research. The clarification and application of such standards must be designed to serve the purposes and needs of the projects and the public interest involved in them and to protect the integrity of the cooperating institutions as agencies of higher education.

The Government and institutions of higher education, as the contracting parties, have an obligation to see that adequate standards and procedures are developed and applied; to inform one another of their respective requirements; and to assure that all individuals participating in their respective behalfs are informed of and apply the standards and procedures that are so developed.

Consulting relationships between university staff members and industry serve the interests of research and education in the university. Likewise, the transfer of technical knowledge and skill from the university to industry contributes to technological advance. Such relationships are desirable, but certain potential hazards should be recognized.

A. Conflict Situations

1. **Favoring of outside interests.** When a university staff member (administrator, faculty member, professional staff member, or employee) undertaking or engaging in Government-sponsored work has a significant financial interest in, or a consulting arrangement with, a private business concern, it is important to avoid actual or apparent conflicts of interest between his Government-sponsored university research obligations and his outside interests and other obligations. Situations in or from which conflicts of interest may arise are the:

   a. Undertaking or orientation of the staff member's university research to serve the research or other needs of the private firm without disclosure of such undertaking or orientation to the university and to the sponsoring agency;
   b. Purchase of major equipment, instruments, materials, or other items for university research from the private firm in which the staff member has the interest without disclosure of such interest;
   c. Transmission to the private firm or other use for personal gain of Government-sponsored work products, results, materials, records, or information that are not made generally available. (This would not necessarily preclude appropriate licensing arrangements for inventions, or consulting on the basis of Government-sponsored research results where there is significant additional work by the staff member independent of his Government-sponsored research).
   d. Use for personal gain or other unauthorized use of privileged information acquired in connection with the staff member's Government-sponsored activities. (The term "privileged information" includes, but is not limited to, medical, personnel, or security records of individuals; anticipated material requirements or price action; possible new sites for Government operations; and knowledge of forthcoming programs or of selection of contractors or subcontractors in advance of official announcements);
   e. Negotiation or influence upon the negotiation of contracts relating to the staff member's Government-sponsored research between the university and private organizations with which he has consulting or other significant relationships;

f. Acceptance of gratuities or special favors from private organizations with which the university does or may conduct business in connection with a Government-sponsored research project, or extension of gratuities or special favors to employees of the sponsoring Government agency, under circumstances which might reasonably be interpreted as an attempt to influence the recipients in the conduct of their duties.

2. **Distribution of effort.** There are competing demands on the energies of a faculty member (for example, research, teaching, committee work, outside consulting). The way in which he divides his effort among these various functions does not raise ethical questions unless the Government agency supporting his research is misled in its understanding of the amount of intellectual effort he is actually devoting to the research in question. A system of precise time accounting is incompatible with the inherent character of the work of a faculty member, since the various functions he performs are closely interrelated and do not conform to any meaningful division of a standard work week. On the other hand, if the research agreement contemplates that a staff member will devote a certain fraction of his effort to the Government-sponsored research, or he agrees to assume responsibility in relation to such research, a demonstrable relationship between the indicated effort or responsibility and the actual extent of his involvement is to be expected. Each university, therefore, should — through joint consultation of administration and faculty — develop procedures to assure that proposals are responsibly made and complied with.

3. **Consulting for Government agencies or their contractors.** When the staff member engaged in Government-sponsored research also serves as a consultant to a Federal agency, his conduct is subject to the provisions of the Conflict of Interest Statutes (18 U.S.C. 202-209 as amended) and the President's memorandum of May 2, 1963, **Preventing Conflicts of Interest on the Part of Special Government Employees.** When he consults for one or more Government contractors, or prospective contractors, in the same technical field as his research project, care must be taken to avoid giving advice that may be of questionable objectivity because of its possible bearing on his other interests. In undertaking and performing consulting services, he should make full disclosure of such interests to the university and to the contractor insofar as they may appear to relate to the work at the university or for the contractor. Conflict of interest problems could arise, for example, in the participation of a staff member of the university in an evaluation for the Government agency or its contractor of some technical aspect of the work of another organization with which he has a consulting or employment relationship or a significant financial interest, or in an evaluation of a competitor to such other organization.

B. University Responsibility

Each university participating in Government-sponsored research should make known to the sponsoring Government agencies:

1. The steps it is taking to assure an understanding on the part of the university administration and staff members of the possible conflicts of interest or other problems that may develop in the foregoing types of situations, and:

2. The organizational and administrative actions it has taken or is taking to avoid such problems, including:
   a. Accounting procedures to be used to assure that Government funds are expended for the purposes for which they have been provided, and that all services which are required in return for these funds are supplied;
   b. Procedures that enable it to be aware of the outside professional work of staff members participating in Government-sponsored research, if such outside work relates in any way to the Government-sponsored research;
   c. The formulation of standards to guide the individual university staff members in governing their conduct in relation to outside interests that might raise questions of conflicts of interests;
   d. The provision within the university of an informed source of advice and guidance to its staff members for advance consultation on questions they wish to raise concerning the problems that may or do develop as a result of

their outside financial or consulting interests, as they relate to their participation in Government-sponsored university research. The university may wish to discuss such problems with the contracting officer or other appropriate Government official in those cases that appear to raise questions regarding conflicts of interest.

The above process of disclosure and consultation is the obligation assumed by the university when it accepts Government funds for research. The process must, of course, be carried out in a manner that does not infringe on the legitimate freedoms and flexibility of action of the university and its staff members that have traditionally characterized a university. It is dedesirable that standards and procedures of the kind discussed be formulated and administered by members of the university community themselves through their joint initiative and responsibility for it is they who are the best judges of the conditions which can most effectively stimulate the search for knowledge and preserve the requirements of academic freedom. Experience indicates that such standards and procedures should be developed and specified by joint administrative-faculty action.

610. Investigations Involving Human Subjects

On April 12, 1967, the Vice President for Research filed the following statement with the U.S. Public Health Service:

The Montana State University agrees with the principles of the Public Health Service policy (identified as Policy and Procedure Order 129, dated July 1, 1966) with regard to investigations involving human subjects, including clinical research. This institution agrees that review independent of the investigator is necessary to safeguard the rights and welfare of human subjects of research investigations and assures the Public Health Service that it will establish and maintain advisory groups competent to review plans of investigation involving human subjects, prior to initiation of investigations, to insure adequate safeguard. Group reviews and decisions will be carried out in reference to (1) the rights and welfare of the individuals involved, (2) the appropriateness of the methods used to obtain informed consent, and (3) the risks and potential medical benefits of the investigations.

The institution also agrees to exercise surveillance of PHS-supported projects using human subjects for changes in protocol which may alter the investigational situation with regard to the criteria cited above. The institution further assures the Public Health Service that it will provide advice and consultation to investigators on matters of employing human subjects in investigation, and also that it will provide whatever professional attention or facilities may be required to safeguard the rights and welfare of human subjects involved in investigation. Records of group review and decision on the use of human subjects and of informed consent will be developed and kept by the institution.

Faculty and staff members contemplating investigations using human subjects should contact the Office of the Vice President for Research for detailed statements of policy and procedures to be followed.

611. Patent Policy

In all matters concerning patents, Montana State University will be represented by the Endowment and Research Foundation, and patents will be in the name of the Foundation. The University's patent policy consists of the following principal points:

1. Ownership of all inventions or discoveries made or conceived by any member of the staff of the University as a result of work done on

research sponsored by or contracted through the University, whether or not conceived or developed on University time, vests solely in the University.

2. Inventions or discoveries that rise out of work under a contract specifying their disposition will be disposed of in accordance with the provisions of the contract. Commercial contracts usually require that the University either inform the research client about the discovery or make such results available to the public. Governmental contracts usually require the University to inform the contracting agency of any such discovery. Subsequent actions in either case depend on the particular contract and on decisions by the client or the University.

3. Inventions or discoveries that rise either out of work under a contract such that the University may retain ownership of the results or out of work conducted by the University itself will be so disposed of in order that there will be no continuing conflict of interest between the University and any other organization on these patents. The United States Government is entitled to a nonexclusive, royalty-free license to practice for governmental use any patent rising from "general research."

a. In patent ownership, in whole or in part, the University's objective is to retain such ownership only so long as is required to dispose of the patent properly.
b. The University does not license others to use its patents in any manner that requires it to protect or administer the rights of the licensees.
c. Disposition of University-owned patents by sale, dedication, as part of a proposal, or in any other way except assignment to a client as required by a contract, will be considered in each case by the Executive Committee of the Foundation.

4. The University will realize whatever financial returns it can, consistent with the policy above and the Treasury regulations, from patents that it owns.

5. In cases where a patent is not assigned to a client or usable by the University, it may be released to the inventor by the Executive Committee of the Foundation with the concurrence of the Vice President for Research.

6. In order to insure uniformity of University policy, all other contractual arrangements or agreements, in addition to patents, involving royalties or other benefits to the University will be reviewed by the Executive Committee of the Foundation.

Any University staff member who makes an invention or discovery that appears to have a reasonable chance of being patentable first prepares an invention disclosure in the form prescribed by the client or on the approved University form. The inventor, or the project leader if the invention rises out of a project, then forwards the invention disclosure through administrative channels and follows its progress to assure that it is processed and disposed of. Classified disclosures are handled in accordance with the pertinent governmental regulations.

The Endowment and Research Foundation has entered into agreement with the Research Corporation, a non-profit organization the income of which is devoted to the furtherance of scientific and engineering research, to act for the Foundation in securing patents, in administering the same, and disposing of rights through license.

612. News Releases and Statements

On February 26, 1962, the "Staff Bulletin" included a statement that:

Any staff member speaking or writing on controversial subjects in which opinions are expressed should preface his remarks by statements making it clear that such are his own personal views and not necessarily those of Montana State University. Any statements designed to represent the official position of the University should come from the President's Office or first be cleared with that Office.

This reaffirms the traditional policy of the University as a public higher educational institution.

613. Policy on Campus Speakers

Statement Issued by the Board of Regents at Their Meeting on November 14-15, 1963

The present practices of providing cultural and public service programs are somewhat similar at all units of the Montana University System and are in keeping with the functions assigned to the Montana University System units, the Board approves continuation of these practices, which endeavor to offer a varied and balanced presentation to students and the general public alike.

Statement Issued by the President's Office in June, 1966

A university is a forum for the free exchange of ideas. There should be no restriction on the topics which can be presented by campus speakers other than those imposed by law (e.g. libelous, obscene or inflammatory statements). Speakers should be selected and approved on the basis of their competence in the field on which they are speaking.

1. Date, time and place of meeting must be registered with the Office of Information.
2. The group sponsoring the appearance of an outside speaker must be a recognized and approved organization on campus.
   (a) The sponsoring organization and not Montana State University assumes responsibility for what occurs at the meeting.
   (b) The speaker must be clearly identified.
   (c) If a public meeting is held a nominal fee may be charged for use of the facilities.

In general, Montana State University will exercise supervision over only the time, place and manner of such presentations.

Responsibilities of the Coordinator of Campus Events Scheduling

1. Arrange for space assignments in multiple use areas, i.e., those areas not allocated to an individual department for its use, or in classrooms scheduled by the Registrar.
2. Make arrangements with the Department of On-Campus Living for food and/or housing when these are required.
3. Prevent as far as possible scheduling of concurrent events which would detract from each other.
4. Maintain the Campus Master Calendar of on-campus events.
5. Strive to coordinate on-campus events with those in the community at large.

7. ACADEMIC POLICIES

701. Records and Requirements

The section in the current Bulletin entitled "Academic Information" includes policies and procedures in academic matters. Each faculty member is urged to become familiar with the items in this section of the Bulletin. Faculty members who have been assigned the responsibility of advising and counseling students will find the material in this section of the Bulletin invaluable.

Graduate Work and Publications

Faculty members should notify the President's Office of additional publications and graduate work, especially advanced degrees, after initial appointment. Copies of this notification should go to the department head, college dean and academic vice president.

Change of Residence

The President's Office should be informed immediately of change of address or home telephone number.

Assignment of Classrooms

It is the Registrar's responsibility to assign classrooms on the campus for day or evening sessions. Details may be found in the current Bulletin in the section on "Academic Definitions and Procedures." It is important that each faculty member understand these regulations in order to avoid a classroom assignment conflict between regularly scheduled classes and organization meetings. No classroom is assigned exclusively for the use of an individual or a department. Requests for additional chairs to be moved into classrooms must be directed to the Registrar. Chairs may not be moved from one classroom to another. All requests for changes must go through the Registrar's Office. The Physical Plant personnel will make the necessary adjustments of chairs at the Registrar's request.

Requests to use classrooms and laboratories at any time other than 8:00 a.m. to 6:00 p.m. weekdays, and 8:00 a.m. to 12:00 noon on Saturday, should be made by the head of the department with the faculty member who has charge of the building. The faculty member will notify the Registrar, who will make the necessary arrangements with the Physical Plant Office. The Physical Plant Office will give the necessary instructions to the janitors and night watchmen.

Student Records

The Registrar is responsible for the care of student records. Quarterly grades, evaluations of transfer credits, fee waiver scholarships, changes of name or curriculum, etc., must be recorded on each student's official permanent record, which is on file in the Registrar's Office. The permanent

records and grades of students are considered the property of the student. These records are not available, as a general rule, to anyone except the student himself. Committees or organizations needing information concerning a student's scholastic record for scholarships, honoraries, etc., may request the Registrar to secure the necessary information from the student records. The following chart summarizes the policy followed in releasing information from student records:

Type of Inquiry	Student	Family	General Public	Faculty	MSU Departments	Student Organizations	Government Agencies	Prospective Employer	Other Educational Institutions
Name of Student	1	1	1	1	1	1	1	1	1
Address-Campus	1	1	1	1	1	1	1	1	1
Address-Home	1	1	2*	1	1	1	2*	2*	2*
Telephone-Bozeman	1	1	1	1	1	1	1	1	1
Class-School	1	1	1	1	1	1	1	1	1
Dates of MSU Attendance	1	1	1	1	1	1	1	1	1
Degree-Type, Date	1	1	1	1	1	1	1	1	1
Class Schedule	1	1	1	1	1	1	1	1	1
Parent/Guardian's Name/Address	2	2*	2*	4	4	2	2-3	2-3	2-3
Birthday	2	2	2	4	4	4	2-3	2-3	2-3
Grades (in courses)	2	2	2	4	4	2	2-3	2-3	2-3
GPA	2	2	2	4	4	2	2-3	2-3	2-3
Class Rank	2	2	2	4	4	2	2-3	2-3	2-3
Current Academic Status	2	2	2	4	4	2	2-3	2-3	2-3
Credits Completed	2	2	2	4	4	2	2-3	2-3	2-3
Transcript-Official	2	2	2	2	2	2	2	2	2
Transcript-Student Copy (Unofficial)	2	2	2	4	4	2	2	2	2
Resident Status	2	2	2	4	4	2	2	2	2
SSS Status	2	2	2	4	4	2	2	2	2

1 Public record, release to any inquiry
2 Student's written permission needed
3 Verify supplied data only
4 Release for university use only
* In case of emergency, may be released upon approval of Registrar

Changes of Courses

The Registrar keeps a master book of course numbers which have been used in the past, assigns numbers for new courses which departments wish to offer and makes necessary changes in course numbers. Only those courses tabulated or listed in the current institutional biennial Bulletin may be offered by a department. New courses and changes of courses are

originated in the department and must be approved by the Academic Council, Curriculum Committee and Academic Instructional Staff before they can be offered.

Printed forms in triplicate are required for requests for new courses. Minor course change forms, in triplicate, are required for changes in title, credit, quarter, etc., for current courses. Appropriate syllabi or course outlines are required in triplicate for all new courses requested. When all approving agencies have signed the course forms, copies are distributed to heads of departments and deans of colleges.

Changes or revisions of departmental or college titles and new curricula must be approved by the Board of Regents of Higher Education, before they can become effective. The Regents must also approve degrees which may be offered by Montana State University. (See Section 705, New Academic Programs.)

Leave of Absence from Classes

When a brief absence from campus duties is necessary, three copies of "Leave of Absence from Classes" forms are filled in and sent to the department head. When the leave has been approved by the department head, it is sent to the dean of the college and one copy will be returned for the department files.

Grade and Student Reports

The Registrar's Office prepares and distributes at regular intervals statistical information on all students. These include end-of-third-week registration or enrollment reports, rank in class reports and end-of-quarter grade reports.

Department Textbook Records

Two copies of the Departmental Textbook Record are required, one to be sent to the MSU Bookstore, Inc., prior to ordering the book, and the other retained for departmental files.

702. Grading Policy

Inasmuch as education is a continuing process, it should be recognized that the grade represents a subjective judgment of a student's performance and his ability to advance beyond his present status. In essence, actual grading is the prerogative and responsibility of the instructor.

In those instances where grading practices are questioned, it is the responsibility of the administration to bring it to the attention of the department head concerned for a review of the situation.

In order to implement this philosophy, the following procedural standards are stressed:

1. An atmosphere should be maintained in which an instructor feels free to exercise his own judgment in the assignment of grades.
2. Since grading policy cannot be extended beyond departmental level due to the intrinsic disciplinary differences, all questions of grading policy should be referred to the department concerned.
3. Departmental staffs concerned with multisectioned courses must accept the responsibility of establishing relatively uniform course content and grading standards.

4. In those instances where an instructor may be called upon to defend his grading practices, he may request a hearing at a departmental staff meeting (instructors and above).

5. The administration should conduct such studies as may seem desirable to keep the faculty informed of campus grading practices and practices in other comparable institutions.

6. The administrative function includes keeping the faculty informed of problems growing out of public reaction to grading practices.

703. Academic Procedures

Registration Regulations and Instructions

The registration regulations and instructions for students and faculty are printed with the Schedule of Classes or the Supplement. Registration days are considered regular days of a quarter. Heads of departments may assign staff members registration duties for the department, or they may be requested to assist the Registrar and the Treasurer in the various phases of the registration procedure.

Time Schedule

All courses during the autumn, winter and spring quarters shall be scheduled between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, with Saturday, 8:00 a.m. through 12:00 noon, being used for common hour examinations, field trips and possibly special classes. Graduate courses and certain classes in debate, music and theatre arts may be scheduled during the evening hours. Permission to schedule courses at any other time must be secured from the Schedule Appeals Committee. (See Section 207, paragraph 4d.)

Cancellation of Courses

A course may be cancelled for lack of sufficient enrollment up to ten calendar days after the first day of instruction. Such cancellation requires the approval of the dean of the college and the Vice President for Academic Affairs and is not official until these approvals have been obtained.

Final Examinations

A schedule of final examinations is included with the Schedule of Classes. Final examinations in one and two credit courses are given during the regular class periods. Final examinations for all other courses are scheduled by the Registrar, and they may not be rescheduled or given prior to the start of the final examination period. It is the policy of the University to consider the examination period as instructional time, and it is expected that some instructional use of this period will be made if a final examination is not given.

When a final examination is given, it must be given at the time assigned in the examination schedule. No student may receive an early final examination unless he has been authorized to receive an "I" grade by the Office of Student Affairs and Services.

Instructors are encouraged not to give tests in courses of three credits or more during the week preceding exam week, although in some instances it may be necessary to give unit tests.

No formal classes are to be held and no projects or assignments will be

assigned due after the Friday preceding exam week in courses in which final exams are given.

A student who has more than two final examination scheduled in any one day should report to the Vice President for Academic Affairs at least one week before the beginning of final examination week for rescheduling.

All laboratory assignments, and all notebooks, reports, term papers and other course requirements are to be completed and turned in by 5:00 p.m. on the last day of instruction. Exception: Course work in straight laboratory courses, in which no final examination is given, may be completed up to the last day of the quarter, although no formal laboratory classes are held during final examination days.

Common Hour Examinations

Departments may request the assignment of one hour Saturday morning or during the evening hours on Thursdays throughout the quarter for common examinations in multisectioned courses. Departmental requests should indicate the exact dates for these examinations; and when these dates are published in the Schedule of Classes, they become part of the student's commitment when he enrolls in the course. The common hour test period is expected to replace one class period for that particular course. The assigned test period is not in addition to regularly scheduled classes.

A student will not be expected to take more than two common hour examinations on any one day. If more than two common hour examinations are scheduled, he should report to the Vice President for Academic Affairs at least one week prior to the scheduled examination date and arrangements for rescheduling will be made.

It is the policy of the University that common hour examinations shall be distributed between Saturday mornings and Thursday evenings and spread evenly throughout the quarter so that student conflicts shall be minimized. If, in the judgment of the Registrar, the common hour examination requests submitted by departments do not meet these criteria, he shall consult with the Vice President for Academic Affairs, and they shall work with the departments concerned to produce a schedule which does meet these criteria.

If a student will miss a regularly scheduled examination because of participation in a University-approved activity, the faculty member in charge of the course may request the person in charge of the activity to administer the examination to the student while the student is away from campus.

Sectioning and Enrollment Limitation

In a multisectioned course, a student may not always be able to get the section he prefers, but, with the exceptions noted below, he will be enrolled in a section which can be made to fit into his schedule.

A department may close one or more sections of a course at any time, provided at least one section is left open. A department may not close a course (i.e., close enrollment in all sections of the course) except under the following circumstances:

1. If a course is given during more than one quarter of the regular academic year, then the department (with the approval of the college dean) may attempt to even out enrollment by closing the course when enrollment reaches a predetermined figure and requiring other students to

take the course in a subsequent quarter. However, during the last quarter of the academic year when the course is offered (ordinarily the spring quarter), the department **must** accept **all** students who wish to enroll in the course.

2. The enrollment in some courses is limited by the space or equipment available. In such cases, the department (with the approval of the college dean) may close enrollment when capacity is reached and it is determined that no more sections can be scheduled.

All courses where enrollment may be limited for either of the above reasons are indicated in the time schedule by a symbol. Departments offering these courses will accept preregistration from students who are required to take the course in a given quarter or given year. Preregistration for these courses is accomplished by the student requesting his adviser to write a note to the head of the department offering the course. This preregistration must be accomplished before the beginning of the final examination period of the previous quarter. Preregistration will hold a place for a student only until the end of the regular registration period, and if a student has not claimed his place by then, it will be made available to someone else.

Late registrants (those who register after the regular registration period) are accepted subject to the limitations of courses and sections which are available when they register. Preregistration will not hold a place in a course for a late registrant.

Class Rolls and Care of Grade Cards

Tabulated lists of the students registered in each course and the number of credits for which they have registered are prepared for departments as soon as possible after registration. These rolls usually are available about the third day after registration and the college deans are notified that the departments may pick them up in the Registrar's Office. The Class Rolls are prepared for the use of the instructors. Drop/Add Notices will be sent to departments concerned after drop/add cards are processed.

Autumn Mid-Quarter Report of Grades

The "D" and "F" grades of all freshman students are reported by instructors on the Preliminary Class Roll and are delivered to the departmental offices. The number of class absences should also be recorded in the remarks column of the Class Roll.

Instructions are mailed to faculty members about two weeks before mid-quarter grades are due. Grades that are not received by the Registrar at the time they are due will not be included in the list of mid-quarter grades.

The grades are processed as soon as they are received so that the grade list of those reported may be distributed to class advisers and deans within a two-day period.

No Class Rolls shall be mailed in campus mail. The instructor delivers his grades to the department head, the department head delivers grades to the college dean, and the college dean delivers the grades to the Registrar's Office.

End-of-Quarter Grades

End-of-Quarter grades in one- and two-credit courses are to be

delivered to the Registrar's Office during the week of final examinations, according to the dates announced in the Registrar's bulletin to the faculty. The remaining final grades are due in the Registrar's Office within 48 hours after the completion of each final examination to facilitate the processing of grades for the next quarter registration. Should special circumstances prevent an instructor from submitting grades within this period, they must be delivered by the final date due for all grades given in the bulletin.

Once a grade has been reported by the instructor to the Registrar, it cannot be changed except in case of error. A change of final grade is not meant to allow additional time to complete the work of a course, or to allow the student to submit work or take or retake examinations after the quarter is completed. A change of grade is not meant to substitute for an "I" grade when an "I" grade cannot be justified.

This change may be made only with the concurrence of the department head and, if the grade being changed was given more than three quarters ago, it must have the approval of the college dean as well.

All grades and credits will stand as recorded in the Registrar's official record if errors are not reported in writing to the Registrar within five years of the last day of the quarter in which the course was taken.

In no case may a grade be lowered once it has been reported to the Registrar.

Final grades not received at the final time for all grades to be delivered will be recorded on end-of-quarter grade slips and on the student's permanent record as "missing grades."

"I" and/or "T" Deficiency Make-Ups

The "T" (Temporary) grade has not been given since the end of the 1969-70 academic year; however, there will be a number of "T" grades which will be made up during the quarters following that year.

Both "I" and "T" make-ups may be submitted on the official Grade Change form. There is no charge for making up these deficiencies.

These grades are not included on the next quarterly grade slip. The student's college dean, academic department and adviser are notified of his make-up of an "I" grade. Grades of "I" or "F" are not removed from the student's permanent record.

"I" grades revert to "F" grades if they are not made up by the end of the quarter the student next registers (under special circumstances, petitions for an extension of time may be approved).

704. Selection of Instructional Materials

The selection of instructional material and textbooks is the responsibility of each academic department subject to the written approval of the department head.

The department head is responsible to the administration for all instructional material specified by the instructional staff of his department.

In case of unresolved disagreement between the instructor and department head or between the department head and upper administration, a board composed of the following shall adjudicate:

1. The Vice President for Academic Affairs or his representative.
2. The dean of the college involved or his representative.

3. The chairman of the Faculty Policy Advisory Committee.

4. The chairman of the FPAC Curriculum and Instruction Committee.

5. The President of the Associated Students of MSU or his representative.

705. New Academic Programs

ITEM 2-001-R0973, POLICY STATEMENT ON GUIDELINES FOR CURRICULUM PROPOSALS, MONTANA UNIVERSITY SYSTEM

THAT, All curriculum proposals are submitted from the initiating unit to the Board of Regents via the Commissioner of Higher Education according to the following procedures:

A. Definitions

1. Degree—A specific designation of letters representing the words on the diploma indicating completion or attainment, e.g., B.A., B.S., B.Arch., B.B.A., M.A., M.F.A., Ed.D., D.A., Ph.D.

2. Degree Structure—A generalized program leading to a degree, e.g., the B.A. program, the Doctoral program.

3. Major—The specific field of concentration for the degree.

4. Minor—The supporting or complementary field undertaken along with a major for a degree.

5. New postsecondary educational programs—All proposals for new schools or colleges, all series of courses arranged in a scope or sequence leading to a certificate which has not been offered in the institution or appeared in the catalog within the previous two years.

B. Procedures for New Degree Programs

All new postsecondary educational programs, degrees and addition of majors to existing degrees or minors where a major does not exist, shall be submitted to the Board of Regents as Board agenda. These programs shall be referred to the Curriculum Committee of the Board when the agendum is accompanied by materials concerning the following:

1. Specify the objectives to be reached by the addition of this program.

2. Specify in detail, present faculty, facilities and equipment, and library holdings in support of this program, and compare them to known or anticipated minimum standards for accreditation.

3. Additional faculty requirements should be detailed as to qualifications, salary, and problems related to recruitment.

4. Increased costs will be submitted in detail for the first year, for the biennium, and an estimate of the continuing costs of the program over a five-year period. These costs should reflect new faculty, increased library costs, space requirements, equipment, and other facilities needs.

5. A new program will be carefully scrutinized as to the effect on enrollment, numbers of students (both graduate and undergraduate) with lower and upper division course breakdowns, and the number expected to graduate over a ten-year period.

6. List the new courses this program will add to the curriculum and specify the course requirements for the degree.

7. Indicate the inter-departmental implications of additions to this program or supporting courses in departments which contribute to the new program of studies.

8. Explain how the decision to submit this proposal to Board of Regents was made. Were faculty involved institution-wide in the decision?

In all cases the Board of Regents may require an appropriate report from outside, objective consultants to assist the Board in analyzing the proposal and arriving at a just decision.

C. This policy statement is applicable to Montana community colleges and any other postsecondary units assigned to the Board by law, as well as to the units of the Montana University System.

FURTHER THAT its existing programs be reviewed on a regular basis by each unit, and that the Commissioner of Higher Education initiate and coordinate such reviews of existing programs as he deems appropriate and necessary.

The Commissioner shall report his findings to the Board.

— Approved by Board of Regents, October 10, 1973

ITEM 2-013-R1073, POLICY STATEMENT ON CURRICULUM CALENDAR, MONTANA UNIVERSITY SYSTEM

1. Curriculum items shall be submitted to the Board of Regents of Higher Education twice each year, at the first meeting of the year and at the July meeting.

2. Items submitted at the first meeting of the year will be considered by the Board prior to July 1st and items submitted at the July meeting will be considered prior to January 1st.

3. Curriculum proposals shall be submitted to the Commissioner of Higher Education in advance of their submission to the Board. The Commissioner shall prepare his evaluation and recommendations for circulation to the Board and presidents simultaneously and the presidents shall have the opportunity to rebut the Commissioner's recommendations.

— Approved October 10, 1973

706. Advising Prospective Teachers

Montana State University is one of the units in the Montana University System charged with the responsibility for recommending candidates for teacher certification. The Teacher Education Program was established to assist in discharging this responsibility. All students who plan to teach in elementary or secondary school must enter the Teacher Education Program. Application for the Teacher Education Program must be submitted during the first three weeks the student is enrolled in EdFd 208, Educational Psychology, which is normally taken during the sophomore year. The application forms are available from the Director of Student Teaching and Certification, Room 213, Reid Hall.

The student is required to list on the form all of the required courses in his academic major and minor teaching area. The academic adviser for teacher education candidates in the respective department approves the

courses in the academic teaching areas, but he should make certain the student's program coincides with the program outlined in the Bulletin. The Director of Student Teaching and Certification approves the Professional Education Courses. Changes in the program can be made at any time with the approval of the appropriate academic advisers. The Student Teaching and Certification Office must be informed in writing of all changes in the Teacher Education Program.

STUDENTS PREPARING TO TEACH IN SECONDARY SCHOOLS

All undergraduate students seeking certification to teach at the secondary school level must be enrolled in a curriculum with a teaching option or in the secondary education curriculum to be considered for teacher preparation. If enrolled in a broadfield teaching option the student does not need a minor area. If enrolled in a non-broadfield major, he will be required to complete a minor area of concentration (see page 72 of the 1974-76 Bulletin for listings of areas of teacher preparation).

Sequence Courses

Planning for the completion of sequence courses should be completed by the student with his major adviser when the student enters the Teacher Education Program. The professional quarter (student teaching and follow-up courses) is a full-time program and other courses should not be included. The sequence of courses for secondary teachers is as follows:

1. EdFd 100—Orientation. Not a required course but strongly recommended. Should be taken during freshman or sophomore year.
2. Psy 103—General Psychology or HE-F 226—Child Development: Adolescence. Should be taken during the freshman or sophomore year. One of these courses is required as a prerequisite for EdFd 208.
3. EdFd 208—Educational Psychology. Required of all students who are education majors or who are enrolled in a teaching option. Should be taken during the sophomore year. A Teacher Education Program Plan must be completed during the first three weeks of the quarter when the course is taken. Students should report to room 213, Reid Hall, to pick up forms.
4. EdSd 350—Strategies and Tactics in Teaching. Required of all students enrolled in a secondary teaching option or in the secondary education curriculum. To be completed during the junior year, a prerequisite to student teaching and taken prior to the special methods courses.
5. Special Methods Courses. A special teaching methods course which correlates with the major must be completed during the junior year.
6. EdSd 410-411-412—Student Teaching. Application for student teaching is to be completed during the first two weeks of winter quarter in the year prior to the school year the student is to student teach. Students will specify which quarter they wish to student teach. While specific locations for student teaching may be requested, this does not mean that such requests can be honored. Prerequisites include senior standing; completion of general, major and minor methods courses; 2.0 GPA overall; and 2.2 GPA in the major, minor and professional courses of study. A grade of "C" or higher in all methods courses is a prerequisite to student teaching. EdSd 413, Student Teaching Seminar, must be taken concurrently with Student Teaching.

Certification

The Standard Teaching Certificate is issued by the State of Montana to applicants who have completed both a bachelor's degree and an approved Teacher Education Program Plan. Completion of the courses listed on the Teacher Education Program Plan with a minimum grade-point average of 2.2 in the major, minor and professional education areas, constitutes completion of an approved Teacher Education Program. Even though a student may obtain a bachelor's degree, he will not be recommended for certification unless he satisfactorily completes the program listed on the Teacher Education Program Plan.

Students who have non-teaching degrees and wish to obtain teaching certification must satisfy requirements similar to those for undergraduate teaching candidates.

Application forms for teacher certification for Montana and further information may be obtained from the Office of Student Teaching and Certification.

STUDENTS PREPARING TO TEACH IN ELEMENTARY SCHOOLS

The advisement of elementary education students is accomplished by faculty members assigned by that department.

Broad Areas

Students enrolled in elementary education do not complete a major-minor per se. Rather three broad areas of course work are selected. Accepted areas are math-science, social studies, language arts, fine arts or some other area approved by the adviser and department head.

Sequence of Courses

Courses within the broad areas are sequenced in accordance with prerequisite needs, student and adviser choice. Professional courses are in order:

1. EdFd 100 — Orientation. A required course. Should be taken during freshman or sophomore year.
2. Psy 103 — General Psychology; or HE-F 225 — Child Development: School Age Child. Should be taken during the freshman or sophomore year. One of these courses is required as a prerequisite for EdFd 208.
3. EdFd 208—Educational Psychology. Required for all students who are elementary education majors. Should be taken during the sophomore year. A Teacher Education Program must be completed during the first three weeks of the quarter when the course is taken. Students should report to Room 213, Reid Hall, to pick up forms.

Professional Courses: Para-professional. The para-professional program is a two-quarter sequence and should be planned as a total quarter's enrollment. Three modules are established, Group A, Group B, and Group C. The following courses must be completed in blocks as described:

Group A	Group B	Group C
EdEl 300	EdEl 300	EdEl 332
EdEl 305	EdEl 325	EdEl 336
EdEl 312	EdEl 335	EdLs 351
EdEl 333	EdEl 313	Hlth 230
EdEl 400	EdFd 423	Electives

In addition, students must complete Engl 303 and Geog 421, Conservation Education, though not prior to student teaching.

Student Teaching

In order to register for student teaching, the student must have completed all methods courses and have achieved a 2.2 GPA in the broad areas and in professional courses. In both cases, all courses will be averaged. Courses covering elementary student teaching are EdEl 410 and EdEl 411. In addition, the student must register for EdEl 414, Post Student Teaching Problems.

Certification

The Standard Teaching Certificate is issued by the State of Montana to applicants who have completed both a bachelor's degree and an approved Teacher Education Program. A GPA of 2.2 in the broad areas and the professional courses, as well as 2.0 GPA overall is required for recommendation. Even though a student may obtain a bachelor's degree, he will not be recommended for certification unless he satisfactorily completes the program listed on the Teacher Education Program.

Non-Degree Teaching Candidates

Students who have received a bachelor's degree or another degree, who wish to seek teacher certification should be referred to the Director of Student Teaching and Certification for advisement (class #6 students).

707. Office of General Studies

The primary function of the Director of General Studies is to work with and officially advise (1) all undergraduate students below junior standing who have not selected a degree curriculum or who have been advised to change out of one degree curriculum before choosing another, and (2) all students who have obtained one degree and are either not seeking a second degree or have not been accepted by the College of Graduate Studies.

708. Second Bachelor's Degree

The following regulations were approved after the 1974-76 General Bulletin had been printed, and should replace the statement under Second Bachelor's Degree at the bottom of page 15 of the 1974-76 General Bulletin:

There are two distinct methods for obtaining more than one bachelor's degree: 1) A student who has already completed requirements for one bachelor's degree must complete a minimum of 45 additional credits, all course requirements of the second degree curriculum, and three quarters in residence at Montana State University after completing the requirements for the first degree. All courses listed on the student's transcript at the time the first degree is granted are considered as required for and/or applied toward the first degree. A student may have completed more credits than the minimum required for the degree, but the first degree "closes the books," i.e., no extra credits will be counted as part of the 45 credits necessary for a second degree. 2) A student may work concurrently

toward receipt of two bachelor's degrees. These degrees may or may not be awarded at the same time. In this case the student must complete the courses required in both curricula and at least 45 credits beyond the larger number of credits required for the two degrees he is seeking. A student working under this option must notify IN WRITING the deans of the colleges in which the curricula are offered, the department heads involved, and the registrar, all at least two quarters before completion of requirements for the first of the two degrees.

A student may not work concurrently toward the receipt of an undergraduate and a graduate degree. A graduate student may not work toward an undergraduate degree.

All students working for a second bachelor's degree are required to earn a 2.0 average or better on the 4.0 system only on those courses taken after the first degree. Students working on two bachelor's degrees concurrently must have a total cumulative average of 2.0.

8. FISCAL POLICIES AND PROCEDURES

801. Purchasing

Requisitions

Orders for all supplies and materials necessary for departmental operation are handled through a requisition prepared in the department's office and processed through the college dean to the Purchasing Department. The requisitions are processed in accordance with State and University regulations. Some purchase orders are issued by Montana State University and others are issued by the State Purchasing Agent, depending upon the fund source.

Periodically, the Purchasing Department prepares a list of dates on which requisitions for specific supplies and materials and equipment should be submitted to the Purchasing Department. Departments should requisition their needs in accordance with this list of dates. This enables the Purchasing Department to buy in quantity, resulting in a potential savings to the University. Separate requisitions for different types of materials must be used. For example, requisitions for chemicals and miscellaneous hardware should not be on the same requisition.

Emergency Purchases

In case it is necessary to purchase supplies without going through the regular channels, the department head may submit a confirming requisition attaching the invoice from the vendor in triplicate. Emergency purchases must be fully justified and explained in writing. Such requisitions must be kept to a minimum and be used only under real emergency circumstances. In no case may a confirming requisition be used for capital equipment purchases. Whenever clarification regarding the question of capital is required, contact the University Purchasing Department.

General Information

Staff and faculty are encouraged to use catalog and product source literature available at the Purchasing Department.

A variety of office supplies and material is available through the Service Department. You are encouraged to utilize this source whenever possible.

It is University policy and the responsibility of each individual to decline personal gifts or gratuities which might in any way influence, or give the appearance of influencing, the requisition or purchase of materials.

802. Payroll Procedures

All nonprofessional staff, except those specifically exempted, are subject to the 1966 Fair Labor Standards Act. This law establishes a minimum wage of $1.90 per hour effective May 1, 1974; $2.00 per hour effective January 1, 1975; $2.20 per hour effective January 1, 1976; and $2.30 per hour effective January 1, 1977 and thereafter. The law requires overtime payment for services beyond 40 hours per week at one and one-half times the regular hourly rate except for agricultural employees. For payroll procedures concerning student employees, consult the **Manual for Supervisors of Student Employees** available through the Student Financial Aid and Employment Office.

Appointment forms for new employees on the University's regular staff should be submitted to the President's Office by the first of the month for which effective. Part-time labor should be submitted on a labor payroll card, available from the MSU Personnel Services Office.

Employees on Staff Appointment

All employees upon reporting for duty are required to fill out a withholding tax exemption form, notice of employment form, and a retirement record form and forward them to the MSU Personnel Services Office.

Employees Not On Staff Appointment

Employees on an hourly basis without staff appointment must also fill out a withholding tax exemption form and a retirement form if applicable. These employees are paid on the labor payroll and time cards are prepared in the offices of the department heads. The accounting period for the labor payroll personnel is the calendar month with no exceptions. The employee payroll checks for labor payroll personnel are issued on the fifteenth of the following month or the nearest working day if the fifteenth is a holiday or Saturday or Sunday. The due date for these hourly payroll cards is 9:00 a.m. on the fourth working day of the following month. (Experiment Station and Extension Service payrolls must be submitted two days earlier as they must clear through the Director's Office.)

Salary Checks

Normally, salary checks will be disbursed on the last working day of the month. Arrangements may be made with the MSU Personnel Services Office to have monthly salary checks deposited in any Bozeman bank. The deposit slip and earnings statement will be mailed by first class mail to the employee.

Additional Information

Consult Part II of Personnel Manual for more details on payroll procedures.

803. Travel Regulations

Any staff member who wishes to travel away from Bozeman must first fill out a Request for Travel form, obtained from the department office. This form must be approved through the department head, the college dean and the President's Office. (Note: This regulation may not apply to certain Agricultural Experiment Station and Extension Service staff, but all

academic instructional faculty must make advance applications to travel, and all staff who wish to travel out of the State must make an application in advance.)

The regulations governing travel expenses are as follows.

1. Per Diem

Per diem allowed will be in accordance with the provisions of Section 59-538, R.C.M. 1947 as amended. This law provides:

a. That on short trips and return to headquarters on the same day, the only allowance, when the departure is at or after 7:00 a.m. and the return on the same day is at or prior to 6:00 p.m., shall be an actual amount not to exceed $2.00 per day for lunch.
b. For other travel of 24 hours or less not falling into this category, such period shall be regarded as commencing with the beginning of the travel and ending with the completion thereof, and for each six (6) hour portion of the period or fraction thereof, one-fourth (¼) of the rate for a calendar day shall be allowed.
c. That for any trip of three hours or less at any time of the day, no allowance will be made.
d. For travel of 24 hours or more, the calendar day shall be the unit midnight to midnight, divided into four quarters.

In accordance with Montana Session Laws, 1969, House Bill No. 441, Amending Section 59-538, R.C.M. 1947, as amended per diem is allowed at the following rates:

	In-State	Out-of-State	Washington, D.C. Only
¼ day	$ 4.00	$ 6.25	$ 7.50
½ day	8.00	12.50	15.00
¾ day	12.00	18.75	22.50
Full day	16.00	25.00	30.00

2. Personal Car

Permission to use a personally owned automobile for instate trips may be granted by department heads. When personal automobiles are used, official State Highway Map mileage will be paid. Vicinity mileage must be justified on the travel voucher.

Where the individual is authorized to operate a privately owned vehicle even though a state owned vehicle is available, a rate of nine cents (9¢) per mile shall be paid. Where a privately owned vehicle is used because a state owned or leased vehicle is not available or it is in the best interest of the state that a privately owned vehicle is used, twelve cents (12¢) per mile shall be paid. In the latter case a Personal Vehicle Use Authorization form is required and must be attached to the employee's Travel Expense Voucher.

Permission to use a personally owned automobile for out-of-state travel must be requested at the time the travel request is submitted for approval. Reimbursement in lieu of mileage will be made on the basis of the most economical air fare and constructive per diem computed as though the traveler used air transportation.

3. Travel Advances

Transportation Purchase Orders have been discontinued. A travel advance may be secured from the Business Office. One hundred percent of transportation costs and 80 percent of all other travel expense will be advanced to the traveler. Travel advance forms are available from the Business Office. Requests for travel advances should be made seven days

prior to departure. Repayment of travel advance is made through a deduction on the travel expense voucher to be filed within 10 days after return from a trip.

4. Cash Fares Paid to Common Carriers

At certain times it will be expedient for staff who are traveling to pay cash fares to transportation companies. When this is done, a receipt for the amount must be obtained to present with the claim for reimbursement.

5. Claims for Reimbursement

Immediately upon returning from a trip, a claim should be submitted to the Business Office for reimbursement of traveling expenses. The standard form for submitting these expenses may be obtained from the Business Office, instructions for preparation of the claim are included on the form. Claims must carry the departmental stamp and department approval, and must be signed by the payee and the supervisor of the employee. Forward the completed claim to the Business Office for processing. If a privately owned automobile is used, a statement of the public liability and property damage insurance coverage must be included on the claim. Receipts are required for all miscellaneous expenses except telephone and taxi fares.

Two copies of the approved Application for Travel must accompany all out-of-state travel claims.

804. Cash Receipts

All institutional monies must be accounted for by the Business Office, and it is the responsibility of each department head to see that any funds received by the department are promptly transmitted to the Business Office. Deposit forms are available from the Business Office.

805. Public Employees Faithful Performance Blanket Bond

All employees of Montana State University are covered by a surety bond purchased through the State Department of Administration. Such bonds cover acts of dishonesty involving property of Montana State University. It is the responsibility of the department head to notify the Business Office of the act of any employee which involves the loss of institutional monies or other property.

806. Grant and Contract Research

All grant and contract research projects are administered through the Office of the Vice President for Research. The University is the grantee or contracting agency with funds held in the Endowment and Research Foundation for accounting and auditing purposes.

The President of Montana State University has placed the responsibility for reviewing and approving grant and contract proposals with the Vice President for Research. Occasional exceptions will be determined between the Vice President for Research and the Vice President for

Administration. A central file of all grants and contracts is to be maintained in the Office of the Vice President for Research.

Responsibility for the subject matter content of grant and contract proposals for research remains with departments, laboratories and schools, and these units should make appropriate reviews. All grant and contract proposals should be signed by the principal investigator, the department head and the cognizant dean before being presented to the Vice President for Research for approval. Signatures by the head of department and dean of the college indicate that those individuals have approved the proposal in relation to staff responsibilities, space and other facility requirements, cost sharing, etc. If a second dean is involved because the project crosses college lines, or if the director of another university unit such as the Agricultural Experiment Station is involved, then this administrator's signature must also be obtained. In certain cases an additional signature is required: the Vice President for Administration in certifying the availability of State matching funds; the Vice President for Academic Affairs in approving undergraduate training proposals; the Dean of Graduate Studies in approving graduate training proposals; or the Coordinator of Extension and Community Services in approving proposals in that area.

More detailed instructions and assistance in budget preparation are available from the Office of the Vice President for Research. A standard cover is required on all proposals submitted from Montana State University, and copies of this cover form may be obtained from the same office. Proposals should be presented to the Office of the Vice President for Research one week prior to any deadline faced by the principal investigator. Review in the Office of the Vice President for Research is concerned with the relation of the proposed activity to the policies and programs of the University and the accuracy and adequacy of the budget involved.

807. Sales and Solicitations on Campus

The following policy statement on campus sales and solicitations has been adopted for Montana State University. A committee composed of the Business Manager, Chairman; the Dean of Student Affairs, the Director of the Student Union, the Director of Dormitory Food Service Operations, the President of the Residence Halls Association, the Vice President of ASMSU, the President of AWS and a married student housing representative, will represent the administration in administering and enforcing the following rules and regulations:

I. Solcitations

A. The policy of the Board of Regents for Soliciting on Grounds and in Buildings of the University is as follows:

> All soliciting by representatives of commercial, social or charitable organizations is prohibited on the grounds and within the buildings of this university. Students, instructors and employees are requested to report any violation to the President's Office.
>
> The above order shall not be held to apply to duly authorized organizations of students or of others connected with the univer-

sity; provided, that the sale of merchandise, tickets, or other articles, solicitation of the purchase of the same, or the collections of money or pledges for any purpose by such duly authorized organizations shall be permitted only upon the prior approval of the President of the university.

B. Married Student Housing. All solicitors in the married student housing area must secure permission from the Director of Married Student Housing.

C. Fieldhouse. All concessions and sales in the Fieldhouse Building are controlled by the Fieldhouse Board. Concessions are operated under the direction of the Food Service, and all profits from concessions and vending machines go into the fund for retirement of Fieldhouse bonds.

D. Athletic Fields. Two concession stands and all athletic program sales are operated as part of the Intercollegiate Athletic Program. Profits will be used to improve the athletic facilities and for operations. At the discretion of the Director of Athletics, MSU service organizations may operate concessions at athletic events at Sales Stadium and at other outside game areas. All concessions in these activity areas, except those in the Fieldhouse, are under the direction of the Director of Athletics.

E. Residence Halls. No room-to-room solicitation is allowed in MSU residence halls. The Dean of Students may allow solicitations to dormitory residents at a central location in a dormitory. No concessions, except for administration approved vending machines, may be operated in the residence halls.

F. Fraternity and Sorority Solicitations. All company representatives wishing to sell in fraternity or sorority living groups must present to the Student Business Office valid bonding certificates to be approved by that Office before contacting these groups. If no valid certification is presented and the salesman still desires to contact living groups at MSU, a telephone call, to be paid for by the salesman, will be placed by the Student Business Office to the Better Business Bureau in the town of the company's main office to check the rating of the company and the salesman. The permit received from the Student Business Office will be valid for a limited time only. The Student Business Office will record the following information from the bond: (1) bonding company (2) bond number (3) date of issue (4) date of expiration. A $25.00 fee is to be deposited to be refunded upon return of the permit.

II. Sales

A. 1. No specific charge is to be made to students for expendable supplies (such as chemicals, welding gas, etc.) used in classrooms or laboratories. Provisions for furnishing such supplies is normally made in department budgets.

2. When a student secures materials such as a laboratory manual, or such supplies or equipment that become his for future reference, a charge to the student is justified.

B. All supplies and equipment (referred to in II.A.2. above) including printed texts, course outlines and manuals which are required in an instructional program or are directly related to such a program at Montana State University, are to be sold on campus only through the MSU Bookstore, Inc.

C. Other material and products including novelties and non-instructional related items may be sold by individual students or student organizations on campus subject to approval by the MSU administration. When such approval is given, it will be for a limited period and for a specific purpose.

D. The installation and operation of vending equipment on the campus at Montana State University shall be subject to the regulations outlined below.

III. The above regulations are subject to suspension or change as may be determined by the administration to be in the best interest of the institution.

REGULATIONS GOVERNING THE INSTALLATION AND OPERATION OF VENDING EQUIPMENT ON THE CAMPUS AT MONTANA STATE UNIVERSITY

All business operations on the campus at Montana State University are the responsibility of and under the control of the University administration. It is the policy of the University to provide vending service only for convenience items, i.e. soft drinks, candy, etc. It is a policy of the University not to provide vending service for items other than those above that may be purchased from other readily available sources. In order to exercise control and insure that proper business practices are followed, all vending on the campus of Montana State University will be subject to the following regulations:

1. All vending on Montana State University campus, unless otherwise specifically authorized, will be performed through the use of machines.
2. All vending equipment will be operated under a written agreement between the vendor and the University administration.
3. The Sales and Solicitations Committee will recommend to the University administration the addition or deletion of any vending equipment to the agreement between the University and the various vendors.
4. Requests for addition or deletion of vending equipment shall be submitted to the Sales and Solicitations Committee, according to the procedures outlined below.
5. Any profits earned from the operation of vending equipment are pledged to the retirement of revenue bonds, under the terms of the various bond indentures. All profits on vending operations must be remitted directly to the Treasurer, Montana State University. The Treasurer, Montana State University, will distribute the funds, as directed by the administration.

Procedures

Requests for the addition or deletion of vending equipment shall be submitted to the Sales and Solicitations Committee through the building chairmen, in the case of academic buildings, or through the proper organizational head, in the case of nonacademic buildings.

The administration may return a percentage of the profit to certain organizations, in consideration for services rendered in the operation of the equipment. In considering the request of an organizational entity for a return of a percentage of the profit earned on a specific vending machine,

the Sales and Solicitations Committee will consider: (a) the location of the machine and the value of the proposed service; (b) the validity and the nature of the organizational entity; (c) the purpose for which the funds will be utilized.

808. Gifts to the University

Montana State University is receptive to gifts of equipment, supplies or funds which can be utilized in the educational or research programs of the institution, or which otherwise enhance the University and contribute to the fulfillment of its purposes. However, staff members are cautioned that some gifts may carry conditions which are unacceptable to the University or which would unduly constrain the operation of the University. Other gifts, particularly equipment, may commit the University to operation or maintenance budgets which are beyond the resources of the institution.

Under ordinary circumstances, when a gift is offered to the University, the department head or laboratory director, and also the college dean, should be consulted. If all are agreed that the gift should be accepted, then the department head or laboratory director will notify the Director, University Development, forwarding all pertinent information, including any check which may have been received. The Development Officer will provide the donor with a formal acknowledgment and expression of gratitude, and a receipt provided by the Business Office. Copies of the letter of acceptance will be sent to the President's Office, Business Office, and the individual forwarding the information concerning the gift.

Where a major gift or a gift of land is involved, or where the gift has special conditions attached to it or appears to raise a question of University policy, then the President's Office must be consulted prior to the acceptance of the gift.

All gifts of scholarships or student loan funds must be deposited in the Business Office through the Director, University Development. Such funds may not be held in individual departments. The Development Officer will accept these gifts on behalf of the University, although he will consult with the Chairman of the Financial Aid Committee, the Director of Financial Aid, and the Dean of Student Affairs and Services when policy questions appear to be involved. Scholarship awards made by outside organizations directly to a particular student should be reported to the Student Financial Aid and Employment Office.

9. FACILITIES AND SERVICES

901. University Development Office

The Office of University Development was created in 1971 for the primary purpose of providing alumni, friends, corporations, and foundations with an opportunity to support the educational programs of the University. The office works directly with the Endowment and Research Foundation and the Alumni Association to coordinate all University activities designed to produce gift funds.

Two principal objectives are: (1) to make possible the "Margin of Excellence" for the University by funding those projects and programs which are beyond the support of the State Legislature; (2) to offer Montana State some independence in decision making in response to unforeseen circumstances and offer some flexibility in the use of unrestricted funds to meet the current "greatest need."

The office assumes responsibility in the following areas:

1. To assit the public relations program of the University by providing appropriate means of communication with those who may be in a position to contribute to the support of the University.
2. To encourage the listing of projects by the University which will improve the quality of the educational program and assist the group in setting up a fund campaign.
3. To inform alumni, friends, corporations and foundations of the gift opportunities available and to solicit their support.
4. To coordinate all University activity which is designed to produce gift funds.
5. To offer counsel and assistance to prospective donors as to the most effective method of making gifts to the University.

902. Testing and Counseling Service

The Testing and Counseling Service assists faculty in advising students and helps students help themselves in solving their problems. Specialized assistance is available in areas of educational and vocational guidance, psychological testing and counseling. Services available to students include:

1. Individual testing and counseling to aid students and prospective students in choosing a curriculum, an educational objective or a vocational objective.
2. Diagnosis of reading difficulties, study procedures, and other scholastic problems, application of remedial techniques.
3. Appraisal of aptitudes, interests and temperament in relation to job placement upon graduation or when terminating University training.

4. Counseling on problems of adjustment and personality.
5. Administration of the College Level Examination Program (CLEP) for any person wishing to earn university credit by examination.

Additional Services

Similar services are also available to University staff members and departments. These services include:

1. Administration of placement tests to entering students; reporting and interpreting results.
2. Administration of professional aptitude tests for outside agencies such as the Educational Testing Service; giving special aptitude tests such as the Graduate Record, Medical Aptitude, and Law School Admission Tests.
3. Consultant service to departments in the construction, scoring and interpretation of tests in subject matter fields; consultation with high school guidance departments and state welfare agencies. Machine scoring equipment is used.
4. Other services and functions:
   a. Coordination of student veterans, disabled veterans and war orphans educational programs.
   b. Administration and reporting of High School Week scholarship tests.

903. Career Placement Office

Responsible to the Vice President for Academic Affairs, the Career Placement Office serves as a source of career information and professional employment opportunities for undergraduates and acts as a clearing house for faculty vacancies that the University receives from other educational institutions. The Office also gathers data regarding the placement of graduates from the various disciplines.

The Office works in cooperation with all departments to aid graduating seniors and graduate students in securing positions in private industry, government employment and teaching. Campus interviews are scheduled through the Office for private industry, government and schools. The Office also handles summer employment opportunities for students with companies, government agencies, organizations or individuals wishing to interview on campus.

Alumni are encouraged to use the services of the Office. Data on alumni is maintained for the purpose of making known jobs that are available for experienced persons.

A file is maintained for both Federal and State Civil Service employment opportunities.

904. Continuing Education

The Office of Continuing Education at Montana State University administers and coordinates instruction in the form of courses, institutes and conferences, in order to extend the educational facilities of the University to those not regularly enrolled at Montana State University.

Continuing Education courses are offered for credit and/or non-credit. Course offerings are scheduled whenever and wherever feasible, based

upon individual and consolidated requests from areas effectively served by this institution. Those taking the courses for credit must be eligible for regular admission to Montana State University. As needs arise, classes are conducted in a variety of categories including agriculture, engineering, education, nursing, mathematics, art, sociology, philosophy and geology. Also included in the program are institutes and conferences pertaining to in-service education for nurses, teachers, architects, engineers, businessmen and other professional people.

Registrants are charged an enrollment fee of $21.00 per credit when enrolling for credit, and $10.50 per credit when auditing a course. Participants in a non-credit activity are charged a fee sufficient to make the activity self-supporting. Organizations, professional groups, government agencies and interested individuals are invited to contact the Director of Continuing Education for further information concerning this program.

905. Office of Admissions

It is the responsibility of the Director of Admissions to see that all students applying for admission to Montana State University submit all the required documents with their applications for admission. It is then his responsibility to determine whether each student meets or does not meet the admission requirements, as set forth by the Board of Regents, and inform each student of his status.

The Admissions Office is responsible for collection of materials necessary for application to the College of Graduate Studies. When the completed graduate application, together with required transcripts and letters of recommendation, has been received back in the Admissions Office, the complete file will be forwarded to the Office of the Graduate Dean for consideration of admission into the College of Graduate Studies.

It is also the responsibility of the Director of Admissions to determine what credits are to be accepted as transfer credit toward advanced standing at Montana State University. He does, however, rely upon the assistance of the department heads in making this determination.

The Director of Admissions works closely with the Registrar's Office, heads of various offices and departments on campus, the deans of each college, and those staff members who are responsible for advising students in order to keep informed of academic changes that are made and also changes in other pertinent policies which may affect the students entering or returning to Montana State University.

He also works closely with the Offices of Testing and Counseling, Student Affairs and Services, Career Placement, and Student Financial Aid and Employment in order to be familiar with their policies and procedures and opportunities which exist for students. This is essential since many students, high school principals, high school guidance counselors, and parents rely on the Director of Admissions and his office for that information.

906. Registrar's Office

The Registrar is responsible for maintaining the academic records of

the institution. The duties and services performed include checking of academic Bulletins and accuracy clearance on other academic publications involving course and curriculum descriptions; preparing the time schedule of classes; assigning classrooms for classes and meetings; planning and supervising the registration of students in classes; preparing and distributing lists and reports of students under various categories, including scholastic rank in class, statistical and registration reports, and semi and quarterly reports of grades; preparing the final examination schedules; checking the credentials of all candidates for degrees, and keeping records of degrees conferred.

In addition, the Registrar is Secretary of the Faculty, of the University Administrative Council and the Academic Council, and of the Calendar, Curriculum, Graduation and Admission Requirements, Schedule Appeals, and Scholastic Committees. Minutes of these meetings are prepared and distributed to the members. A copy of the minutes of all meetings of standing committees of the University is filed in the Registrar's Office. Notices and bulletins concerning academic policies and regulations of which the faculty must be informed are mailed to faculty members. Students are informed of academic policies and regulations through the weekly student newspaper and bulletin board announcements. For further information on the Registrar's Office, see Academic Policies (Sections 701-703) in this Handbook.

907. Business Office

Fiscal accounting for Montana State University is centralized in the Business Office headed by a Business Manager and Treasurer.

It is the responsibility of the Business Office to collect all student fees and other charges such as rent and board and room; to receive all income collected by the departments of Montana State University, Montana Agricultural Experiment Station and Montana Extension Service; to supervise the budget of the institution, and to properly account for the receipts and disbursements of all institutional funds.

The financial transactions of the University, Experiment Station, Extension Service, and Endowment and Research Foundation are subject to annual audits conducted by independent certified public accounting firms, State of Montana audit agencies and various federal audit agencies.

An Internal Auditor is included on the staff of the Business Office to improve fiscal controls and assist in development of good business practices throughout all aspects of the institution.

A comprehensive inventory and property control system is now in effect at Montana State University. Additions, deletions or transfer of all capital equipment should be coordinated through the property control section of the Business Office.

Purchasing Department

All purchases of materials, supplies and equipment except for those items available through the Service Shop are coordinated by this Office.

Student Business Office

All student activity and student organization accounts are maintained in this Office which is located in the Student Union Building and functions under the general direction of the University Business Office.

MSU Personnel Services Office

All nonfaculty employment at Montana State University, other than students, is handled in cooperation with this Office. The University has a classification system for all nonfaculty positions. The maintenance of this program as well as related record keeping and compensation is handled by the Personnel Services Office. This Office functions under broad policy guidelines established by a Personnel Board and reports administratively through the Business Office.

Applications for employment, request for transfer, assistance in securing replacements, personnel leave records and all payroll questions should be referred to this Office. Employee benefits information is also available upon request. An employee handbook is available to employees through this Office. Personnel Manuals are also in the Personnel Services Office.

908. Office of Information

The Office of Information has an overall function of university relations involving the three branches of the institution -- Resident Instruction, the Cooperative Extension Service and the Agricultural Experiment Station. In light of separate allocations and specialized functions, the separate identities of the three branches are maintained as integral parts of the total information program of Montana State University.

News Bureau

The Office of Information has responsibility for university relations with the news media, production of representative news releases for newspapers, television, radio, magazines, trade publications and wire services. Montana has 13 daily newspapers, more than 80 weeklies, some 40 radio stations and 10 TV stations. Items for possible release as news should be channeled through editors in the Office of Information, by whatever means is most convenient, e.g., using a form provided for this purpose, phoning or calling in person.

In an attempt to treat all news media in an equal manner, no staff member of Montana State University may serve as an official correspondent of any press, radio, television or related communications service.

Public Statements

See Section 612, News Releases and Statements.

Staff Bulletins

Items for campus community dissemination in the weekly staff bulletin and/or newsletter should be submitted to the Office of Information. Deadlines are outlined in the publication. The office also compiles "On the Hill" a page of announcements in the student newspaper, **The Exponent.**

University Directory

The "Fusser's Guide," a general directory of all University staff and students is produced by the Office of Information during the fall term. Updated data for staff listings are solicited from departments during late summer. No verification or changes are made in these data as submitted

by the department head. Student listings are compiled from computer printouts.

Departmental Brochures

These brochures, for dissemination to prospective students and the general public, are produced by the academic publications editor in the Office of Information.

Copy for these publications (1,000 to 1,500 words) is written by the department and submitted, in complete, error-free, double-spaced, typewritten form, to the academic editor who, in cooperation with the department, coordinates the photography, artwork, layout and printing.

Catalogs

The academic publications editor in the Office of Information coordinates the production of biennial undergraduate and graduate bulletins, a summer quarter bulletin, and frequently updated "Introduction to MSU" bulletins.

News Photography

Utilized when possible to enhance communication of news stories for the press and television by providing the media with slides, stills and movie film clips.

Service Photography

Provided by the photography laboratory in the Office of Information and available to the total university for both routine or individualized needs as university connected teaching, research or outreach may require.

Artwork, Design and Layout

For publications, posters, teaching aids and other specialized university connected needs. A charge is made for labor, materials and consultation, based on a break-even philosophy of operation.

Audio Visual

Developing and printing of 16 mm black and white motion picture film, and sound recording on tape, are available in the Office of Information.

Publications

All printed University publications which are to be paid by funds disbursed through the State Auditor's Office must be channeled through the Office of Information. This legal requirement hinges on the fact that all printing must be covered by a purchase order and be done by the printer holding the State contract for that particular type of publication.

Copy for publication should be typewritten, double-spaced, complete and error-free.

The faculty is urged to use the editing, design and other graphic services of the Office of Information to help make each publication as much of a quality representation of MSU as service and finances permit.

Printing of Letterheads, Envelopes and Office Forms

Requisitions and samples for letterheads and envelopes are submitted to the University Purchasing Department at the beginning of the fiscal year, or as required. Requisitions for office forms along with samples, are submitted through the University Purchasing Department as scheduled.

Distribution of Publications

According to state law, 20 copies of all printed publications produced by MSU must be deposited with the State Library for distribution and deposit. The Office of Information routinely provides this service for all publications which it produces.

Staff members are urged to utilize the services of the Alumni and Development Office for distribution of publications both on and off campus.

Promotional Materials

The Office of Information maintains a supply of various promotional materials on the University and Bozeman area that is available to all departments.

Campus Map

The campus map is stocked in quantity by the Office of Information for use by staff and students. This map, based on the campus architect's model, is updated as the need arises. The map can also be produced for specialized department needs which require a different size, emphasis or legend.

909. University Library

The Montana State University Library is located near the center of the campus and serves the educational and research needs of the campus community. It also provides reading materials, films and phonograph records for extracurricular interests. Except for a few relatively small collections, the Library is almost entirely centralized. A copy service is in operation in the Library.

The Library is in the process of changing from Dewey classification to Library of Congress and books will be in two different places. Please ask for assistance if materials are difficult to locate.

Acquisitions

All books are purchased through the Library in order to centralize the listing of these for the benefit of all. Funds are allotted in the Library budget to each department for the purchase of books in each field. A statement of expenditures and balance is sent monthly to each department. Half of the allotted fund must be spent or encumbered by November 14, and the rest by April 1. After the 15th of May, orders may be submitted for the next year's budget. Departments with large budgets should submit new orders as rapidly as possible. A monthly list of recent acquisitions is available to any faculty member requesting it.

Reserve Book List

Books placed on reserve are available from the Reserve Book Room in the lower lobby. They are charged out to students for use in the Library and for overnight. Reserves for the beginning of the quarter must be requested at least three weeks before the end of the preceding quarter. Books not already owned by the Library should be ordered "rush" through Acquisitions at least two months prior to request for reserves. The course for which the book is desired should be included. Personal copies may also be placed on reserve. A request to place a book on reserve for a limited time during a quarter must reach the Library at least 24 hours before an assign-

ment is made. Duplicate lists should be sent on sheets supplied by the Library.

Bound periodical volumes may be placed on reserve, but if a faculty member plans to refer his class to an article in a bound volume, he is requested to notify the Reserve Book Room Clerk in advance so that the book may be protected. The article will be photocopied for reserve use.

Circulation of Books

Members of the faculty may check out books in their own field for a three-month period, subject to recall if needed elsewhere. Fiction and general reading books may be borrowed for two weeks, subject to renewal. General periodicals do not circulate. Library books are intended only to supplement teaching texts, therefore three-month loans are not normally subject to renewal.

Reference Service

Because the collection is divided on the basis of broad subject fields, there are three reference desks. The Humanities desk is on the first floor, Social Sciences on the second, and Science and Technology on the third. The first floor Reference desk is staffed all hours the Library is open.

Interlibrary Loan

In order to make available to users materials not owned locally, the Library cooperates with other libraries throughout the country in an extensive program of borrowing and lending. Faculty and students who are doing graduate work or advanced research are encouraged to take advantage of this service; contact one of the librarians in the Reference Department. Interlibrary Loan request cards can be obtained at all reference desks, and a leaflet describing the service in detail is available upon request.

University Archives

The Archives are housed on the fourth floor of the Library and contain the published and manuscript material generated within the University. Current published material and noncurrent files should be deposited in the University Archives for their preservation. Reference and Research facilities are available from 8 to Noon and 1 to 5 p.m. All original contributions by the faculty, papers or books, should have at least one copy (preferably three copies) placed in the University Archives for permanent preservation.

Film Library

Films may be obtained at the Library Reserve Desk. The collection consists of about 350 16mm films and some open-reel and cassette tapes. Films from the Montana State A-V Library may be ordered here.

Library Orientation Tours

The Library staff is ready to provide either introductory tours or advanced tours for students. Introductory tours are recommended for freshmen. Advanced tours are recommended for upper division and graduate students. These tours are available on request throughout the year. Contact the Head of the Reference Division. Tours can be tailored to fit specific class requirements.

910. Physical Plant

The Physical Plant constitutes the buildings and grounds of the institution and the services necessary for their operation and maintenance. These are the responsibility of the Director of the Physical Plant. A wide variety of service units are included in the fulfillment of these responsibilities, including the service department (shop), college stores, custodial service, heating plant, campus security, postal service, grounds, telephone and many others. Bulk purchases of many University supplies are made through the stores section, and these supplies are available on order to departments. Headquarters of the Physical Plant and the Director are at the southeast corner of the campus in the Service Shops.

Architecture and Engineering

The Director of the Physical Plant has the ultimate responsibility regarding repair and renovation of the physical plant. Because of his responsibility to see that building codes are followed and that building and safety standards are adhered to, repair and renovations require the approval and supervision of the Physical Plant Director and the University Architect. Procedures are indicated below which allow maximum flexibility to administrative officers but still provide for overall supervision by the Director of the Physical Plant.

1. The department head, with the approval of the building chairman, will submit a written statement defining the work to be done to the Director of the Physical Plant prior to the time the work is started.
2. Cost estimates may be obtained **either** through discussion with an authorized representative of the Physical Plant, or a State licensed contractor. Generally, a representative of the Physical Plant will discuss the work with the department head and consider alternate methods for obtaining estimates.
3. In the event that the Physical Plant is to do the work, the department head may choose between (a) an estimated price with final costs determined after the project is completed or (b) a fixed cost based upon a firm bid basis. Any quotation by the Physical Plant will be based on the written description and any changes or additions will require a cost review.
4. Off campus bids and estimates may be obtained based upon plans and specifications approved by the Physical Plant Director. In these cases, the function of the Physical Plant Director is to see that building codes, quality of construction, finish and safety standards are adhered to.
5. If bids from an off-campus source are requested the physical plant bids are cancelled. In order to avoid direct competition between the physical plant and outside contractors, it will be the policy of the physical plant not to perform the work after off-campus bids have been requested and not to accept resubmission of requests for bids or estimates for a period of one year. However, other outside contractors may bid and perform the work.
6. When bids, either from the physical plant or an off-campus source are accepted, a requisition form with attached bid or bids will be submitted to the Montana State University Purchasing Department. Either an institutional purchase order or State of Montana purchase order will then be issued and the funds encumbered.
7. All projects, except those funded by the academic budget (MSU Resident Instruction), will be billed for Physical Plant Services as follows:

Estimating only	1%
Estimating and Supervision	3%
Estimating, plans & specs, supervision	6%

This cost will be rated on the total project cost data and be included in the purchase order amount. Departments will be aware of these costs prior to submission of the requisition and any inquiries into the nature and/or magnitude of the charges should be settled prior to the time the request is sent to purchasing.

8. All activities covered by the policy statement must have the approval of the building chairman prior to submitting the written request to the Director of the Physical Plant.
9. The physical plant is required to meet all laws of the State of Montana as to the soliciting of bids from off-campus sources and is limited to $3,000.00 as total cost of projects using service crews.

Equipment installed in any room as a permanent fixture, the use of which is not peculiar to the department, shall become a part of the building, and shall not be removed by the department when the space is vacated. This would include, but not be limited to, air conditioners, built-in bookcases or cabinets, plumbing fixtures and light fixtures.

Campus and Grounds Use

The use of campus space outside of buildings is under the jurisdiction and control of the University and is assigned to public or special purposes as the needs of the University require. Use of space outside of buildings by any department for the following purposes shall be reviewed and approved or rejected by the University Building Committee:

1. Storage of excess materials.
2. Construction area for any type of equipment.
3. Parking of vehicles of any type in other than designated parking areas.
4. Repair area for equipment.
5. Storage area for debris except regularly used garbage containers.
6. Construction or erection of apparatus or structures.

The objective is a campus free of clutter and unsightly debris. It is hoped that orderliness, attractive appearance and planned use of space will be maintained.

The University Building Committee also has the authority to regulate signs, banners, safety hazards and general clutter inside and outside of buildings. After notification of a hazard or clutter problem by the Service Shop, the department concerned will correct the problem or the Service Shop will correct the problem and bill the department.

Service Department

The stores section carries a complete supply of office materials for all University, Experiment Station and Extension departments. Deliveries are made twice daily. All items are charged to the departments and there is no delivery charge.

The maintenance section employs journeymen of all trades for general upkeep and maintenance of buildings. These employees are available to all departments as requested to meet their needs. In all University buildings, maintenance of floors, walls, lighting, heat, etc., is the responsibility of the Director of the Physical Plant. Classroom furniture is carried on a Physical Plant inventory and will be maintained by the Physical Plant. Equipment unique to any department is the responsibility of that department and must be maintained by it. This includes office equipment, laboratory stools, benches and related equipment, such as faucets, gas cocks, sinks through the trap, electrical outlets on benches, etc. Remodeling, unless specifically provided for as a "line item" in the Physical Plant budget, must be paid from departmental funds.

Custodial Service

Custodians are employed by the Physical Plant and supervised by a head custodian. Custodians are responsible for the general cleaning of the building including floors, walls and ceilings as well as dusting ledges, sills, baseboards, etc. Normal changing of light bulbs is also to be done. Cleaning is done five days per week, Monday through Friday.

Offices. The responsibilities are the same but they are also to empty wastebaskets and ashtrays and dust furniture. However, they are not to move materials or disturb them in any way in order to dust or clean.

Laboratories. All surfaces in laboratories are to be cleaned except lab tabletops where acids have been used. This is a departmental responsibility. Custodians are instructed not to touch or move laboratory apparatus in order to clean.

Classrooms. All areas are to be cleaned and blackboards erased. If it is noted that cigarette butts are being ground out on the floor, the custodian is required to report this fact to the foreman and the building head.

Building Security

Custodians are required to lock all doors at 6:00 p.m. unless otherwise instructed. All office and laboratory doors are to be locked and windows closed. Unless otherwise instructed, classrooms are not to be locked. The outside doors are not to be opened for after-hours functions unless authorized in writing by the Security Office, who, in turn, receives authorization from the Registrar. Staff or students with keys are free to come and go as they please but are not allowed to leave outside doors unlocked. Custodians are expected to use some judgment in questioning people who accompany those with keys into the buildings. If there is any question in their minds, they are instructed to call campus police.

Heating Plant

A central heating system heats the entire campus. Any inquiries should be directed to the Director of the Physical Plant.

Building Use

The opening and closing of buildings other than during regular school hours is arranged through the Registrar's Office. The Registrar notifies the Security Office, and the campus police take care of the opening and closing of the buildings. In all cases, students are not allowed in any campus building after 11:00 p.m. This does not include students who have keys issued to them or staff members, since they may be in the buildings at any time.

In order to reduce maintenance and supervision problems, the Administrative Council has ruled that all buildings will be closed on Saturdays except to those who have keys. Classes, tests, and other Saturday activities will be scheduled in a single building if possible, with Roberts Hall the first choice and Reid Hall the second choice.

Keys

Keys to campus buildings and rooms may be secured, when needed, from the Campus Security Office upon the receipt of or presentation of a properly executed requisition. Keys will be issued when the requisition is

properly signed by the department head and the person in charge of the building. Keys will be issued only to the person who will be using them since they must sign for them personally. In no case may a runner be sent to pick up keys nor are they to be sent through the mail.

All keys must be returned to the Security Office by faculty members when they resign or are absent from the campus on leave for more than two months. All regular or graduate students authorized to have keys are required to make a $5 deposit which is refunded when the key is returned. Only full-time staff members may be issued keys without this deposit. All keys are number coded to prevent any easy identification and are stamped "Do not duplicate, property of the State of Montana." All lost keys, when found, should be returned to the Campus Security Office for identification. **Faculty members and others authorized to have keys will, under no circumstances, lend them to any person who is not authorized to have keys. Under no circumstances will these keys be duplicated by anyone other than the University locksmith.**

It is the responsibility of the department head to see to it that all keys issued to an individual staff member are returned to the Security Office when the staff or faculty member resigns or leaves the campus for more than two months.

Campus Security Office

The Campus Security Office controls all phases of traffic control and property protection. All reports of theft or malicious property damage are to be reported directly to this Office.

Postal and Express Service

A contract post office substation is located in Hamilton Hall, and all services available at the main post office may also be obtained there. Mail is delivered to and from the Bozeman Post Office in the University mail truck. All intra-campus mail is handled directly through the University Post Office. Deliveries are made twice daily, once in the morning and once in the afternoon. All U.S. mail, including parcel post will be picked up provided it has the proper postage affixed. Outgoing personal mail is not handled during campus pick-up. Individuals may purchase stamps at the University Post Office, but departments must obtain their stamps through the Business Office. Railway Express packages are picked up and delivered by the regular railway express carrier.

Laundry

The Physical Plant maintains a laundry for University use. Ironing other than flatwork is not done. For detailed information, call the Physical Plant.

911. Multilith Department

The Multilith Department is located in the basement of the Extension Building. Services furnished by this department include offset printing (plus a "quick copy service"), punching, folding, cutting, collating, stitching, binding, etc. This department was originally established to do work for the Extension Service only, but it has expanded to accept work from the Experiment Station, academic staff and affiliated organizations on a cost basis. Personal work for outside organizations, churches, down-

town businesses, etc., cannot be done in this department.

Bulletins, class outlines, booklets, posters, programs, letters, maps, photographs, theses, resumes, are some of the types of work done by this department.

Printing can now be reproduced from a good, typed or drawn, black and white copy. Theses should now be typed on plain white paper instead of multilith masters as the final result is much faster and less expensive. Photographs, to be printed, require a halftone negative. The Multilith Department does not make these negatives.

Short orders can be done promptly but large orders frequently require considerable time. Card orders should be in a week before delivery or longer if printed on both sides.

Colored ink orders also take more time.

Academic and Experiment Station departments are asked to furnish paper for their orders which can be purchased from the Service Department on campus.

912. Telephone and Telegraph

A CENTREX telephone system is in use on campus. Under this system any on-campus telephone may be dialed directly from another by dialing the last four digits of the telephone number. A city number may be dialed directly by dialing 9 and, upon receipt of dial tone, the city number. Individual campus telephones may be dialed directly from city telephones by dialing 994 and the four digit extension number. This by-passes the Operator.

University operators are available for information and long distance call routing only. Office hours will be 8:00 a.m. to 5:00 p.m. Monday through Friday. After hours information is available from city operators.

All student rooms in dormitories are on the same telephone system and are to be dialed direct. A campus telephone directory of students in dorms will be available shortly after fall quarter registration.

State Telecommunications System

This is a government network of leased long distance circuits interconnecting several cities within Montana. It is often referred to as the WATTS line. Montana State University makes a flat-rate payment for this service, and the charge is prorated to departments. Only those telephones specifically authorized by the department head and where the monthly charge is made will have access to WATTS. No dormitory phones may have access to WATTS. There is no limit to the number of calls that may be made, but calls must be made for **official business only.** In the event proper dialing procedures are not followed, the call will be charged to the department in addition to the flat rate.

This statewide network is designed to allow government agencies to obtain information, solve problems, meet deadlines and generally speed government operations in an efficient and inexpensive manner.

The University switchboard operators are not involved in out-going long distance calls, nor do they have access to any telephone numbers other than those within the University.

In order for each agency and user to receive full benefit of the State

network, it is essential that the proper procedures be used in making network calls.

Specific dialing instructions regarding the use of the State network and other long distance calls are included in the MSU Telephone Director and the State Capitol Telephone Directory.

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Telephone Additions and Service

All inquiries concerning on-campus telephone service should be directed to the Physical Plant Director. No changes can be made without his approval. Normal telephone charges exclusive of long distance are included in the Physical Plant budget. Any increase in phone service is a departmental responsibility until it is possible to add the cost to the Physical Plant budget. Once the Physical Plant budget is set in the early spring, all increased rental is charged to the department until a new budget is prepared and goes into effect. Moving, installation charges and rental costs of lights on phones are always charged to the department. Access to the STS on both a phone and line charge basis, as well as phones used exclusively for WATTS, are a departmental responsibility.

Telegrams

Telegrams may be sent by calling the Bozeman Western Union Office, 586-2341, and giving the department billing code number.

913. University Vehicles

The Physical Plant Motor Pool maintains cars, station wagons, pickups, trucks and a bus for use by the faculty and staff on University business. Charges are made according to the following table:

	Cents Per Mile	Minimum Day	Week	Month
Sedan	12	$ 5.00	$22.50	$ 80.00
Wagon	13	5.00	22.50	80.00
Suburban 2-wheel	13.5	5.50	25.00	87.50
Suburban 4-wheel & Bronco	14.5	6.00	27.00	95.00
Stretchout	25	10.00	45.00	144.00
Pickup 2-wheel ½	12	5.00	22.50	80.00
Pickup 2-wheel ¾	13	5.00	22.50	80.00
Pickup 2-wheel 1 Ton	14	5.50	25.00	87.50
Panel or Van	12	5.00	22.50	80.00
Pickup 4-wheel	14.5	6.00	27.00	95.00
Truck 2 Ton	20	10.00	45.00	144.00

The driver of the stretchout or bus must have a chauffeur's license.

These rates cover all operating expenses, including repairs, with the exception of parking fees or overnight storage. Charges are made on whichever of the two rates, distance basis or time basis, gives the higher total bill.

In addition to the above charges, the first $100 cost in repairing

accidental damages to the vehicles, including towing cost, will be charged to the department to which the vehicle has been temporarily assigned.

University-owned vehicles in use in the Bozeman area must be returned to the campus for overnight parking.

Requests for use of cars are to be made directly to the Motor Pool, either in person or by telephone, extension 3670. The earliest request for a type of car has preference. Formal requisitions are not required, but any time a graduate student or other student employee is to be issued a vehicle, **written authorization** from the staff member in charge will be required.

The faculty member to whom the vehicle is issued is responsible for the general care and upkeep of the vehicle while it is in his use. A State credit card is furnished with the car for the purchase of gas and oil in the State of Montana. The faculty member to whom the vehicle is issued will sign the delivery receipt for gasoline, oil and minor maintenance services at the time of purchase. For out-of-state gas and oil purchases, a credit card is furnished by the Physical Plant. In no case is this credit card to be used within the State of Montana. In the event it becomes necessary to purchase a tire while on a trip, any tire distributor will sell one to the State. Purchases should not be made from a service station but from the tire distributor in that area only.

Accident Information

Any accident to a vehicle requisitioned from the Motor Pool should be reported to the dispatcher at the earliest possible moment and a detailed report filled out. This report must be signed by the driver and is intended for the State Board of Examiners. State law requires that all automobile accidents be reported to the proper local authorities, and in most cases a report is required for the State Highway Patrol. Any accident in which bodily injury is involved should be reported immediately by telephone to the agency insuring State Vehicles. The name, address and telephone number are on the instruction sheet kept in the glove compartment of each vehicle. Any such phone calls should be made collect and must be followed by the usual written report.

The State carries a $500 medical insurance policy on nonemployees in State-owned vehicles. **It is required that any student or non-employee driving or riding in a University vehicle must secure a short-term travel insurance policy absolving the State of any possible claim for damage.** The cost of this insurance is very small. Students riding in State-owned vehicles for any field trip are required to have this insurance before the vehicle leaves Bozeman. The faculty member in charge of the field trip will ascertain that all passengers are properly covered by insurance before commencing the trip.

Any officer or employee of the State government who uses or authorizes the use of any State-owned motor propelled passenger carrying vehicle, leased by the State government for other than official purposes, shall be summarily removed from office by the head of the department or establishment concerned.

914. Montana State University Alumni Association

The Montana State University Alumni Association was organized in

1903 and since that time has been housed on the MSU campus. In accordance with the Association's by-laws, any person enrolled at Montana State University for one quarter or more is considered an alumnus of the institution.

The Association conducts two fund campaigns: (1) The Alumni Fund, initiated in 1951, provides alumni and friends of MSU the opportunity to contribute to the support of the University. All unrestricted gifts are administered by the MSU Alumni Association Board of Directors to meet the greatest need of the University. Restricted gifts are administered in accordance with the wishes of the donor. (2) In 1967 the officers of the Association initiated a second fund program known as the Alumni Dues Program. The amount of dues for a single alumnus to maintain active membership in the Association is $5.00 annually or $7.50 when husband and wife are both alumni of MSU. All monies derived from the dues program are used for Alumni Office operations. A Board of Directors composed of a president, an immediate past president, two vice-presidents, and four local executive committee members administer all funds solicited by the Alumni Assocation.

915. Student Union Building

The Montana State University Student Union is the Community Center of the University where all the members of the University, students, faculty, alumni and campus guests, are always welcome. It is not just a building; it is also a philosophy which recognizes that "out-of-classroom" learning is vital to the college student. As the center of "out-of-classroom" activity, the Union is part of the educational program of the University.

Facilities include an Information Desk with a "Lost and Found" service; Campus Events Scheduling Office; Cafeteria with regular meals, sandwich, fountain, coffee and catering services; Game Room with bowling, billiards, table tennis and television lounge; meeting rooms; campus radio station; two ballrooms, three lounges; Associated Student offices; Montana State University Bookstore, Inc.; offices of student publications; the Student Business Office; theatre with both stage and movie projection equipment; and a Bobcat Lair with automated vending services. The Student Health Service is attached to the east side of the Student Union Building but operates independently of it.

Conference visitors are encouraged to stop at the Information Desk for room reservations, a campus map, to check with the master calendar, or for general information.

All arrangements for special meal services are made with the Foods Director. Room reservations for meetings are made at the Student Union Information Desk.

The building was built with student fees and its operation depends on income from its enterprises, rentals from MSU Bookstore, Inc., Student Business Office and facilities used by non-University affiliated groups.

916. Montana State University Bookstore, Inc.

The Montana State University Bookstore, Inc., a nonstock corporation owned by the Associated Students of Montana State University, was

incorporated in 1931 "To provide textbooks, stationery, confectionery and other student supplies and commodities of whatever kind or description at the lowest cost consistent with the welfare of the store."

The corporation is governed by a board of seven directors: the Business Manager of the University, three faculty members and three students, these last six being elected by the members of the Associated Students. The manager is hired by and is responsible to this board.

By ruling of the University administration, all books, laboratory outlines and supplies must be sold to the students by the store rather than in the separate departments of the institution. (See Section 807, Sales and Solicitations on Campus.)

Additional information may be obtained from the manager of the Bookstore.

917. Student Health Service

The Health Service is maintained for the sole benefit of the participating, enrolled students. Emergency first-aid treatment may be obtained at the Health Service by faculty and employees, but further treatment must be obtained from private practitioners in the city.

In the University community preventive medicine plays an important role from an educational standpoint as well as from the standpoint of protection for both faculty and students. With this in mind, members of the faculty are encouraged to have an annual chest X-ray, without charge, at the Health Center, and are encouraged to participate in national immunization programs as these programs become available. In this way greater protection is afforded to both faculty and students in their intimate classroom associations.

A Student Health Committee, composed of five faculty members and five students, is the advisory standing committee which serves as the liaison between the Health Service Staff, the Dean of Student Affairs and Services, and the University President.

918. Division of Student Affairs and Services

The Office of Student Affairs and Services is concerned with the total development of the student. The Dean of Students, the Associate Dean and the Assistant Deans are available to students, parents of students, faculty and members of the community for consultation about activities of academic and non-academic nature relating to students. They assist students on an individual basis and through approved student organizations.

A close working relationship to provide a liaison with the President's Office is maintained with the Student Financial Aid Office, the Student Union, the Student Health Service and the Director of Intramurals and Recreation.

The social, recreational and educational programs within the residence halls are administered by the Director of On Campus Living in consultation with this Office.

919. Student Financial Aid and Employment Office

Montana State University maintains an outstanding program of financial assistance for both entering freshman and upper-class students. Financial assistance, including scholarships, loans and work opportunities, is intended to recognize and assist students who would otherwise be unable to continue their education.

In most cases, financial assistance involves consideration of academic achievement, financial resources available to the student, and such factors as good character and future promise, although some honorary awards are made each year. In most cases, the student is expected to make a reasonable contribution toward the cost of his education, and his parents are expected to contribute in proportion to their resources before assistance can be provided by the University.

In order to provide an equitable basis for determining the appropriate amount that the student's family should contribute to the applicant's education, Montana State University uses the Parents' Confidential Statement of the College Scholarship Service. This statement takes into account such factors as family income, assets, number of dependents attending institutions of higher education, debts, retirement needs, etc.

All applicants for financial assistance must submit the appropriate application forms no later than April 1 preceding the summer or academic year for which assistance is requested. These forms may be obtained from the Student Financial Aid and Employment Office and should be returned directly to that Office unless otherwise specified.

Since all financial resources available to the student are taken into consideration in awarding assistance, it is University policy that all scholarships or cash awards provided students by or through departments or colleges at Montana State University be coordinated by the Student Financial Aid and Employment Office. This is to insure that all students are awarded assistance on an equitable basis and that one office be responsible for maintaining the appropriate records regarding all assistance received by Montana State University students.

In addition to financial assistance awarded on a competitive basis, the Student Financial Aid and Employment Office maintains a student employment service which coordinates employment opportunities for both students and student wives. This service provides a means by which suitable part-time jobs, both on and off campus, may be found. From work applications filed by employers, students are referred to suitable job openings as they are received. Students interested in obtaining part-time jobs should apply to this Office after they are on campus.

For procedural information regarding student employees, consult the "Manual for Supervisors of Student Employees" available through the Student Financial Aid and Employment Office.

920. Graphic Services

A variety of audio-visual and graphic services are available on the Montana State University campus. In almost all cases a charge is made for time and materials used. The following list is intended to outline the major services available, rather than to describe all services in complete detail.

Film and Television Center

The Center, coexistent with the Department of Film and Television Production, is charged with the responsibility for producing motion picture and television programs of professional quality for the University, the State and/or any other organization or agency, either public or private, serving the interests of the people of Montana.

Motion picture service includes all production phases of motion picture materials and can be contracted on either a complete package production basis or as individual services as required by the client. A catalog of motion pictures produced by the Center listing the titles together with a content description is available.

The television installation includes TV production studio and control room center, cable network connecting center to limited number of classrooms equipped for TV reception, video tape recorders capable of recording lectures and other materials for instant playback, a central video film chain capable of inserting film and/or slide materials into live or recorded presentations, remote TV recording activities either on or off campus, a special program line which enables the Center to feed program materials into local community cable system, etc.

For departments using CCTV on a regular basis, meaning courses taught primarily through CCTV on a quarterly basis, a standard fee per hour lecture is charged including the recording of the lecture and playbacks.

Library Copy Service

Copying and microfilming are available. A variety of copy machines is also available in the various administrative offices on campus. Staff members should consult their department heads to find which machines are readily available to them.

Cartographic Service

This service is affiliated with the Earth Sciences Department. Assistance is available in map construction and design in manuscript or display form.

Graphic Services

Art Service, Audio-Visual and photographic services of the Office of Information are described in Section 908 under Office of Information.

Medical Illustration Section, Veterinary Research Laboratory

Scientific materials for publication or for use at meetings, symposiums and seminars in the fields of biological sciences, medical sciences and physical sciences will be made available through the Medical Illustration Section in the Veterinary Research Laboratory.

This laboratory is not designed for quantity or mass production but is designed for custom and quality photographic procedures.

Audio Visual Services

The Department of Secondary Education and Foundations offers the

following services to members of the campus community:

1. Preparation of simple audio-visual materials, such as overhead transparencies and graphics, laminating and dry-mounting of materials, etc.

2. All University faculty, GTA's, staff, and students are welcome at any time and at no charge to utilize the department's self-instructional facilities to learn the operation of common classroom audio-visual equipment.

3. The department strongly encourages the improvement of instruction, and will be happy to provide assistance and consultation toward this end. Departmental staff can assist in evaluation of teaching techniques, discuss alternative approaches to instruction, and can offer assistance in design and preparation of materials that can aid an instructor in achieving these goals. This service is available to all campus organizations. Short consultations are available at no charge, subject to availability of staff. Major assistance is available subject to negotiation with this department. Materials will be charged at cost.

4. Subject to staff availability, the department offers assistance to department heads, deans, directors, and others in evaluation of their present or proposed audio-visual programs and needs, equipment acquisition, evaluation, control, and service.

5. Equipment loans are available at no charge (materials excluded) in the large lecture rooms (103, 104, 105, and 108 Reid Hall). This unit maintains the equipment permanently assigned to those rooms, and users are requested to notify the department in event of problems of malfunctions, so that corrective action can be taken.

6. Subject to availability, equipment may be borrowed by other campus organizations, under reciprocal agreements and policies of borrowing organizations.

921. Computing Center

Montana State University has had an electronic digital computer and associated equipment in operation since September, 1958. At present, the Computing Center operates a Xerox Sigma 7 computer with magnetic tapes, disk, card readers, plotter and line printers. All major programming languages are available. Time-shared terminals are also available, with APL, BASIC, FORTRAN and other conversational programming languages.

A number of small scale digital computers are also in use on campus, operated by the College of Engineering, some of which may be linked to the Sigma 7 for special projects.

The computing equipment is supported by a staff of systems programmers, consultants and operators. The Computing Center also provides data and program preparation services such as key-punching and data entry.

The Computing Center is located in the basement of the Library. Additional information concerning rates, schedules, policies, project applications and authorizations, and billing and accounting procedures may be obtained from the Computing Center Office. A looseleaf user manual is also available to departments or individuals.

10. STUDENT RELATIONS

1001. Student Bill of Rights

1. Montana State University shall not discriminate according to race, creed, or sex in its admission policies.

2. Montana State University recognizes that all students have the rights and privileges guaranteed by the Federal and State Constitutions. Neither admission to, nor continuing attendance at, Montana State University shall be dependent upon renunciation or waiver of any of these Constitutional rights.

3. Disciplinary action shall be based on published rules and regulations. Disciplinary sanctions shall not be imposed upon any student without due process. Students who violate the law may incur penalties prescribed by civil authorities. University authority shall never be used merely to duplicate the function of general laws. When the violation also intrudes on the interests of the University, separate action may be taken by the University.

4. Students shall be free to express opinions. Students shall be free to support causes by orderly means which do not disrupt the operations of Montana State University. Student publications may be distributed on campus provided such distribution does not disrupt the operations of Montana State University. Student media are to be free of censorship. This editorial freedom shall entail a corollary obligation under the Canons of Responsible Journalism and applicable regulations of the Federal Communications Commission. Care should be taken that opinions expressed in or by the student media shall not be interpreted as University policy.

5. Students shall be free to organize for any legal purpose. Recognized or approved student organizations may use University facilities. Such use shall be subject to the right of the University to place reasonable restrictions on the use of University property to insure safety, to protect property, to maintain normal operations, and to facilitate campus traffic.

6. Students shall be allowed to invite and to hear persons of their own choosing subject to procedures by Montana State University to insure that there is financial responsibility, orderly scheduling of facilities and adequate preparation for the event. (Section 613, Policy on Campus Speakers.)

7. Montana State University shall encourage freedom of expression and discussion of matter relevant to the stated goals of the course. Academic evaluation of student performance shall be neither prejudicial nor capricious. All information concerning a student's views, beliefs, and

political associations acquired by faculty or administrative personnel in a classroom or advisory capacity shall be considered confidential and be disclosed only upon the student's request or upon subpoena. (Section 603, Personnel Files and Confidential Information.)

8. The University shall adopt and make public a carefully considered policy as to the information which will be a part of a student's record and conditions of its disclosure. (Section 701, Records and Requirements.)

9. Clearly defined means shall be provided for student expression on all institutional policies affecting academic and student affairs.

10. The role of student government and its responsibilities shall be made explicit. There should be no review of student government actions except where review procedures are agreed upon in advance.

11. On questions of educational policy, students are entitled to a participatory function.

a. Faculty-student committees shall be created to consider questions of policy affecting student life.

b. Students shall be designated as members of standing and special committees concerned with institutional policy affecting academic and student affairs, including those concerned with curriculum, discipline, admissions, and allocation of student funds.

—Approved by the Administrative Council, May 12, 1971, following the consideration of suggestions and recommendations of the Faculty Policy Advisory Committee and the Senate of the Associated Students of Montana State University.

1002. Student Social Functions

All social functions are to be registered with the Office of Student Affairs and Services at least three days before the date of the function. Registration includes completing a form which lists the time and place of the function, the name of the student chairman.

Social Affairs Board encourages the presence of guests from outside the social organization or living group. Accordingly, groups should consider the desired benefits of a public image and improved social contact by inviting guest couples to their functions. It is felt that a rewarding and broadening experience can be gained by associating with people outside one's own organization.

1003. Faculty Advisers to Student Organizations

The Associated Students' Constitution states in part: "All organizations must have a faculty adviser." Faculty advisers, selected by the organization members, must be registered with the Office of Student Affairs and Services. Faculty adviser duties are to assist the membership in carrying out the purposes and objectives of the organization within the provisions of its constitution and by-laws, with special attention to financial matters, and to further advise the membership of University policies, rules and regulations.

1004. Use of Liquor on University Grounds

The use or possession of intoxicating liquors in the buildings or on the grounds of Montana State University is forbidden. Persons violating this regulation are liable to disciplinary action that may result in dismissal. The Board of Regents has authorized the possession and use of alcoholic beverages in the privacy of a person's room subject to University policy.

1005. Drug Policy

Use, sale or possession of various drugs including opium, heroin, cannabis, marijuana, Indian hemp, peyote, mescaline and others is illegal under both federal and state laws. The punishment for violating these laws is very severe with conviction resulting in imprisonment in the county jail for extended periods of time (aggravated cases subject to confinement in the state prison), and with special limitations on the convicted drug offender's right to probation and parole. Further, with the advent of LSD and STP and the increasing use of stimulants or depressants, the federal law has been broadened to include barbiturates, amphetamines and other non-narcotic drugs with similar effects on the central nervous system. This is the law. Every student should be fully aware of the risks involved in violating the drug laws.

The illegal use or sale of drugs is also a violation of University regulations. Therefore, it is essential that the University take action toward any student who illegally uses or sells drugs. The University may refer the student drug offender to professional rehabilitative services, may place him on probation, may suspend him, may expel him or take such other actions as it deems justifiable under the circumstances of the case. However, the action taken by the University will in all cases be directed only toward achieving the fundamental University objectives of helping the individual student and providing the best possible educational environment for the entire student body.

1006. Student Field Trips

The State carries a $500 medical insurance policy on nonemployees in State-owned vehicles. It is required that any student or nonemployee driving or riding in a University vehicle must secure a short-time travel insurance policy absolving the State of any possible claim for damage. The cost of this insurance is very small. Students riding in State-owned vehicles for any field trip are required to have this insurance before the car leaves Bozeman. The faculty member in charge of a field trip will ascertain that all passengers are properly covered by insurance before commencing the trip. In this connection, faculty members should also consult Section 604, Liability Insurance in this Handbook. Students may secure insurance from the MSU Associated Students' Office in the SUB or from local agencies.

1007. Student Absences

There is no University regulation regarding class attendance or class cuts, and each instructor may set his own policy. However, if such a policy involves penalties for absence, it should be clearly stated, preferably in

writing, at the beginning of each quarter. Instructors are strongly encouraged to keep attendance records because there is often a correlation between class absences and poor academic work.

There is no such thing as an "excused" absence at this University. Under certain circumstances (see below) a student will have a legitimate reason for missing class. However, such a reason in no way relieves the student of the responsibility for the performance of academic work. When the student does have a legitimate reason for missing class or being away from campus, the instructor has an obligation to give him a reasonable opportunity to make up the work missed.

Illness

The Student Health Service does not issue excuses for illness. However, the Health Service will verify that a student has been confined in the Infirmary, has had an illness serious enough to interfere with academic work or has been under the treatment of a physician. It is the responsibility of the faculty member to call the physician for verification.

Leave of Absence

A student may obtain permission to be absent from class or from the campus at the discretion of the Dean of Students. This permission must be secured before the absence occurs, when practical. When absences from class or absence from Bozeman is necessary because of a University-sponsored activity, the faculty member in charge of the activity will request permission for the student or students to be absent by submitting a list of the names to the Dean of Students at least three days in advance of the leave.

The practice of the Office of the Dean of Student Affairs and Services is to issue a validation of the student's reason for absence, when this can be verified. This is not an excuse for the absence. A leave of absence in no way relieves a student of responsibility for performance of academic work. However, in the case of leave of absence, a student shall have an opportunity to make up the work missed. Whenever possible, a student should check with his instructors before leaving campus.

Authorization for "I" Grade(s)

A grade of "I" is considered incomplete and is given by the instructor to indicate that the student has been unable to complete his academic obligations because of circumstances beyond his control. The University takes the position that when a student registers, he commits himself to completing his academic obligations as his primary responsibility. Therefore, the instructor may give an "I" grade only in cases of extreme personal hardship or in unusual academic situations.

The Registrar will certify personal hardship cases upon recommendation of the Dean of Students when students have been unable to fulfill their commitments because of illness, death or illness in the immediate family, family emergencies or military orders. The instructor may give an "I" grade to a student thus certified, provided the student has completed three-fourths of the work of the course with a passing grade. However, the instructor at his discretion may assign a final grade based on the grade average the student has earned while in attendance, or may require the student to take an early final examination if the emergency requires the student to leave campus early at the end of the quarter.

The instructor may also assign an "I" grade, subject to his department head's approval, in academic cases when students have been unable to complete course requirements for reasons such as apparatus or equipment failure, death or disease in experimental animals, delays in material shipments from suppliers or in other unusual academic circumstances clearly beyond the student's control. In these situations, the student must have completed three-fourths of the work of the course with a passing grade. Furthermore, the instructor, as in personal hardship cases, retains the prerogative to assign a final grade based on the work the student has completed. Before giving an "I" grade, the instructor must specify in writing to the department head the work necessary to complete the course. The following circumstances will not make a student eligible to receive an "I" grade:

1. Absence due to participation in University activities, such as athletics, debating, etc., except with prior approval of the Administrative Council.
2. Travel or vacation plans which require leaving campus early at the end of the quarter.
3. Attendance or participation in a wedding.
4. Conflicts of the student's own making.
5. Failure to take one or more scheduled exams, hand in class assignments, term papers and project reports prior to specified deadlines.

Cancellation or Honorable Dismissal

This procedure differs from the Leave of Absence or Early Leave at the end of the quarter in that the student receives no grades. A student who for personal reasons must cancel his registration during a quarter should apply for an honorable dismissal from the Dean of Students. A student who leaves the campus without cancelling his registration through regular channels will receive "F" grades in all of the courses for which he was registered.

1008. Student Personal and Behavior Problems

On occasion an instructor may encounter a student who appears to have personal problems severe enough to hinder seriously his academic performance. There are three avenues for assisting such a student:

1. The Student Health Service offers short-term, outpatient psychotherapy. The student must first see one of the physicians at the Student Health Service, who will then refer him to the psychiatrist or clinical psychologist if this appears to be appropriate.
2. The staff members of the Testing and Counseling Service can often provide assistance to these students, particularly when the problems appear to be related to the academic or vocational sphere.

3. The professional staff in the Office of the Dean of Students is available to work with students.

If the problem appears to be extremely severe, or the faculty member is uncertain how to proceed, he should contact the Dean of Students directly. Faculty members can often render valuable service by simply being available to students and listening to them, but the faculty is cautioned against attempting amateur psychotherapy.

Classroom behavior and discipline are primarily the province of the faculty member in charge, but instructors are strongly encouraged to consult with their department heads, college deans and the Dean of Students if problems arise. Relatively straightforward cases of cheating or plagiarism may be dealt with by the instructor, with the minimum penalty generally being failure in the piece of work involved. The maximum penalty which an instructor can assess is failure in the course. If the instructor wishes further guidance or if it appears that an organized effort or unauthorized access to University facilities was involved, then the instructor should consult with his department head, college dean and the Dean of Students. The Office of the Dean of Students is also available to assist in investigations, if such action appears to be warranted. Penalties more severe than failure in the course, including University Conduct Probation and Conduct Suspension (dismissal), may be imposed only by the University Conduct Committee. Suspension from the University for conduct reasons may be imposed only after a hearing before the University Conduct Committee.

APPENDIX I

Faculty By-Laws

I. This organization shall be known as the General University Faculty of Montana State University with headquarters at Bozeman, Montana.

II. The purpose of this organization is to:

A. Furnish a medium for the consideration of matters of interest to the faculty as a whole.
B. Furnish the machinery for the expression of the will of the faculty, and
C. Provide means for carrying out the expressed will of the faculty.

III. The General University Faculty shall include the President and all members, hereinafter defined, of the Resident University Faculty, Academic Instructional Staff, Graduate Faculty, Agricultural Experiment Station Staff, Engineering Experiment Station Staff, Cooperative Extension Service, and such other staffs comparable with college status as may be created in the future. The following definitions of faculty and staff shall include only those members who are on contract approved by the Board of Regents, or others so designated by the President.

A. Resident University Faculty:
The Resident University Faculty shall consist of all members of the General University Faculty on the Bozeman campus.
B. Academic Instructional Staff:
The Academic Instructional Staff shall consist of members of the teaching staff of the rank of instructor or higher, and such other institutional staff members as may be designated by the President.
C. Agricultural Experiment Station Staff:
The staff of the Agricultural Experiment Station shall consist of the employees of rank equivalent to instructor or higher.
D. Engineering Experiment Station Staff:
The staff of the Engineering Experiment Station shall consist of the employees of rank equivalent to instructor or higher.
E. Cooperative Extension Service in Agriculture and Home Economics:
The staff of the Cooperative Extension Service shall consist of the employees of rank equivalent to instructor or higher.
F. Future Staffs:
Future staffs which may be created shall consist of the employees of the rank equivalent to instructor or higher.

IV. The Officers of the General University Faculty and the Resident University Faculty shall be a presiding officer and a secretary.

A. The President of the University or one of the Vice Presidents as hereinafter designated shall be the presiding officer.
B. The Vice President for Academic Affairs is Central Institutional Coordinator for all academic matters. In the absence of the President, he acts as presiding officer of the General University Faculty or the Resident University Faculty.
C. The Vice President for the Administration is Central Institutional Coordinator for all administrative matters. In the absence of the President and the Vice President for Academic Affairs, he acts as presiding officer of the General University Faculty or the Resident University Faculty.
D. The Vice President for Research is Central Institutional Coordinator for all research activities. In the absence of the President, the Vice President for Academic Affairs,

and the Vice President for the Administration, he acts as presiding officer of the General University Faculty or the Resident University Faculty.

E. The Registrar of the University shall be the Secretary.

V. Meetings:

A. The General University Faculty or the Resident University Faculty shall meet at the call of the President.

B. The Academic Instructional Staff shall meet at least once each quarter at the call of the President.

C. The Agricultural Experiment Station Staff shall meet at least once each quarter at the call of the Director.

D. The Staff of the Cooperative Extension Services shall meet at least once each year at the call of the Director.

E. Policy Advisory Committees:

1. When the Faculty Policy Advisory Committee requests by a majority vote of its entire membership, the Secretary of the Faculty shall issue a notice with an agenda for a meeting of the Resident Faculty at a time specified by the FPAC. The faculty thus assembled may then act in an advisory capacity. The presiding officer of such a meeting shall be the chairman of the Faculty Policy Advisory Committee, or, in his absence, the acting chairman of the Faculty Policy Advisory Committee.
2. When a College Policy Advisory Committee requests by a majority vote of its entire membership, the office of the College Dean shall issue a notice with an agenda for a meeting of the College Faculty to be held at a time specified by the College Policy Advisory Committee. The College Faculty thus assembled may then act in an advisory capacity. The presiding officer of such a meeting shall be the chairman of the College Policy Advisory Committee, or, in his absence, the acting chairman of the College Policy Advisory Committee.

VI. Voting:

A. The General University Faculty of Montana State University may vote on all general University policies and services. However, at the discretion of the President, the Resident University Faculty may transact matters for the General University Faculty. Only the Academic Instructional Staff may vote on matters strictly related to resident or formal classroom instruction.

B. Voting on University-wide Committees (i.e., Committee on Service or University System Unit Committee):

1. Committee on Service. A written nominating ballot shall be cast, and the five faculty members receiving the highest number of votes shall appear on the written final ballot. In case of ties for the fifth nominee all such tying faculty members shall be included on the final ballot.
2. University System Unit Committee. A written nominating ballot shall be cast, and the six faculty members receiving the highest number of votes shall appear on the written final ballot. In the case of ties for the sixth nominee all such tying faculty members shall be included on the final ballot.
3. Other Committees elected by the General University Faculty. A preliminary written ballot shall be cast and the faculty members receiving the highest number of votes (plus ties) to the number of at least twice the number to be elected shall appear on the written final ballot.

VII. Executive Committees:

A. University Administrative Council:

1. Duties:
   a. To determine general policies and objectives of the University.
   b. To coordinate the extension, instruction, and research activites of the University.
   c. To consider exceptions to University regulations.
   d. To interpret statements of University regulations and policies.

2. Voting members:
   a. Montana State University President — Chairman
   b. All Vice Presidents

c. All Deans
d. Coordinator of Extension
e. Director of Admissions
f. Director of Information
g. Chairman of Faculty Policy Advisory Committee
h. President of ASMSU
i. Registrar. The Registrar shall act as the Secretary of the Council.

3. Meetings:
The University Administrative Council shall meet at the call of the President of the University.

4. Standing Committees:
a. Calendar. This committee shall recommend quarterly and annual calendars to the University Administrative Council for ratification. The Committee shall consist of the Dean of Student Affairs and Services, Chairman; the Vice President for Academic Affairs, the Registrar, Secretary; two faculty members to be appointed by the President of the University, the Vice President of ASMSU and the Chairman of the Faculty Policy Advisory Committee.
b. Graduation and Admission Requirements. This committee shall consider appeals from the established University graduation requirements and special situations in student applications for admissions. Membership of this Committee shall consist of the Vice President for Academic Affairs, Chairman; the Dean of the College concerned, and the Registrar. The Registrar shall also act as Secretary. A unanimous vote of the Committee is required. When there is a split vote, the case shall be referred to the University Administraitve Council.
c. Scholastic. This Committee shall have the authority to transfer a student out of a curriculum, to place a student on University Scholastic Probation, or suspend a student from the University for scholastic reasons at any time. Membership of this Committee shall consist of the Vice President for Academic Affairs, Chairman; the Dean of Student Affairs and Services, and the Dean of the College concerned. Representatives from the Office of Testing and Counseling and the Registrar shall serve as consultants. Secretarial duties shall be performed by the Office of the Vice President for Academic Affairs.
d. Schedule Appeals. This Committee shall consider all requests for scheduling classes and examinations at irregular times. Membership of this Committee shall consist of the Vice President for the Administration, Chairman; the Vice President for Academic Affairs, the Dean of the College concerned, and the Registrar. The Registrar shall act as the Secretary of this Committee.
e. Student Conduct. This Committee may act on all serious violations of University regulations. This Committee shall have the authority to place a student on University Conduct Probation and to suspend him. Any student appearing before this Committee shall have the right of counsel and the hearings shall be conducted in a manner to satisfy procedural due process. Membership of the Student Conduct Committee shall consist of the Dean of Student Affairs and Services, Chairman; the Vice President for Academic Affairs, three faculty members to be appointed by the President, the dean of the college concerned, and three students who are also members of the Student Judicial Committee. The Chairman of the Student Judicial Committee shall appoint the student members of the Student Conduct Committee on a case-by-case basis. When required, the Chairman of the Student Conduct Committee can appoint deans or assistant deans to substitute for administrative members of the Committee. Secretarial duties shall be performed by the Office of Student Affairs and Services.

At the request of a student whose case is brought before the Student Conduct Committee, the three student members can be removed from the Committee. The Chairman of the Student Conduct Committee has the right and the responsibility to obtain replacements for members of the Committee who may have personal bias in the case. In each case, the defendant shall be advised of the above rights.

B. President's Forum:

1. Duties: To advise the President on matters concerning budgets, personnel, long-range planning, and major policy developments.

2. Membership:
   a. Montana State University President — Chairman.
   b. All Vice Presidents.
   c. Deans of Academic Colleges.
   d. Dean of Student Affairs and Services.
   e. Coordinator of Extension.
   f. Business Manager.

   The President may invite faculty representatives to discuss issues or report on University activities.

3. Meetings: The President's Forum shall meet at the call of the President of the University.

4. Standing Committee. Committee on Tenure and Promotion. This Committee shall advise the President's Forum* on matters concerning tenure and promotion. Departments or Schools shall initiate action on tenure and promotion through appropriate faculty committees or departmental administration. Their recommendations shall be reviewed by the Standing Committee for presentation to the President's Forum.* The President, with the concurrence of the Regents of the Montana University System, shall be responsible for the final decision on matters of tenure and promotion. Membership of this Committee shall consist of the Vice President for Academic Affairs, Chairman; the Dean of the College of Graduate Studies, and the Dean of the College concerned.

C. The Executive Committee of each Academic College, the Agricultural Experiment Station, the Engineering Experiment Station, and the Cooperative Extension Service.

1. The duties of these Committees shall be to recommend major programs and policies of the Academic Colleges or the Experiment Stations or the Cooperative Extension Service and to coordinate the activities of each Academic College, Station, or Service.
2. The members of these Committees shall consist of the Dean or Director, the Administrative Assistants to the Dean or Directors as designated by them, department heads, and other staff members of comparable administrative responsibilities.
3. These Committees shall meet at least once every quarter at the call of each College Dean or Director.

D. The Curriculum Committee:

1. The Curriculum Committee is the central campus administrative committee for processing all course and curricular matters. It studies the curricular proposals chiefly with respect to financial and administrative feasibility, relationship to the aims of the institution and to the Master Plan.
2. The duties of the Curriculum Committee are to review and screen all curricular matters approved by the Academic Council before they are submitted to the General University Faculty. (Right of Appeal: in case of an adverse decision, a department may request a special hearing with the Curriculum Committee.)
3. The membership of the Curriculum Committee shall be the Vice President for Academic Affairs, Chairman; Academic Deans, the Vice President for the Administration, Chairman of the FPAC, a second member of the FPAC elected by the FPAC, the chairman of the FPAC Sub-Committee on Curriculum and Instruction, and the President, ex officio. The Registrar of the University shall act as the Secretary of this Committee.
4. The Curriculum Committee shall meet at the call of the Vice President for Academic Affairs.

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* Acting as the Personnel Committee (see Section 200).

E. Board of Graduate Affairs:

1. The Board of Graduate Affairs shall consist of the President, the Vice President for Academic Affairs, the Dean of the College of Graduate Studies (Chairman), the Assistant and Associate Deans of the College of Graduate Studies, one faculty member from each academic department, school or interdepartmental institute of the University and one graduate student from each academic college. Staff members shall be elected for two-year terms by the members of the faculty of each department or institute. Graduate student members shall be elected for one-year terms by graduate students of their respective colleges. Members are eligible for re-election.
2. The responsibilities of the Board of Graduate Affairs are (1) to act upon matters of general policy relating to graduate programs; (2) to initiate new graduate policy as required; (3) to act upon requirements for graduate degrees; (4) to initiate, to review, and/or to act upon graduate courses; (5) to initiate to review, and/or act upon graduate degrees; and (6) to act upon candidates for advanced degrees. Actions of the Board of Graduate Affairs are subject to concurrence by the Academic Instructional Staff and the President.
3. The Board of Graduate Affairs shall meet at least once each academic quarter at the call of the Chairman or the Acting Chairman. The Dean of the College of Graduate Studies may appoint an Acting Chairman from the Board membership to serve in his absence. The Board will report to the Academic Instructional Staff at least once per quarter.
4. The Board shall serve as a representative body from which permanent and temporary subcommittees may be named by the Chairman. Permanent subcommittees of the Board shall consist of at least one Board member from each academic college and, at the discretion of the Chairman, one graduate student.
5. Faculty members, individually or in groups, wishing to appeal an action of the Board may request a hearing before the Board, to discuss the matter. If not satisfied with the results of the hearing, they may appeal the matter to the Academic Instructional Staff. Such appeals shall be made through the Graduate Dean.

VIII. The Faculty Policy Advisory Committee System:

A. The purpose of this system is to serve as a channel for communication between the Faculty and the Administration, and to provide for continuing adequate faculty participation in the formation of University policy. This system shall include departmental policy advisory committees, college-level policy advisory committees, and the Faculty Policy Advisory Committee.

B. Departmental Policy Advisory Committee:

1. Purpose. To advise on matters of academic or general policies which are within the jurisdiction of a department. It may submit problems beyond departmental jurisdiction to its College Policy Advisory Committee.
2. Membership and Meetings. The entire faculty of a department shall act as a committee of the whole. At least one meeting shall be held each quarter of the regular academic year at the call of the department head. The department's College PAC representative may request a department PAC meeting.

C. College Policy Advisory Committees:

1. Purpose. To conduct studies involving academic or general policies which are within the jurisdiction of a College and submit recommendations to the College Dean and staff. It may also submit problems beyond College jurisdiction to the Faculty Policy Advisory Committee.
2. Membership. One elected representative from each department within College, serving a three-year term. No member shall serve more than two consecutive terms. The terms shall be staggered among the membership. A fraction of a term shall count as a full term. Elections to the College PAC shall be held in the spring quarter for the filling of regular vacancies to occur the next year. Unexpired terms shall promptly be filled by a special election. The department head concerned shall arrange for election of members. All members of FPAC from each College shall be liaison members of that College PAC.

3. Organization. Officers of the College PAC shall include a Chairman and a Secretary. The officers shall be elected by the committee at its first meeting of the autumn quarter, provisions for which shall previously have been made by the committee.

4. Meetings:
   a. The College PAC shall meet at least once each quarter of the regular academic year at the call of the Chairman.
   b. The College PAC will meet with the Dean and other administrative officers of its college by the request of either party, but they shall meet at least once each quarter during the regular academic year.

5. Operation. Minutes shall be prepared of all meetings held, and copies of them sent to the members and to the Chairman and Secretary of the FPAC.

6. Other College-Level Policy Advisory Committees. PACs may be organized for the "Independent Departments" and other groups of faculty personnel who are not voting members of the Academic Colleges. When such PACs exist, they shall follow the guidelines for membership, functions, meetings and organization which are set in the foregoing By-Laws for the College PACs.

D. The Faculty Policy Advisory Committee:

1. Purpose: To serve as the central policy advisory board for the General University Faculty.

2. Membership: Elected representatives from each of the following subdivisions of the University General Faculty:

   a. College of Agriculture:
      College Teaching Staff and Agricultural Experiment Station Staff, Cooperative Extension Staff
   b. College of Education
   c. College of Engineering:
      College Teaching Staff and Engineering Experiment Station Staff
   d. The "Independent Departments"
   e. College of Letters and Science
   f. College of Professional Schools

   Each of the above-listed subdivisions shall be entitled to elect one (1) representative for every fifty (50) faculty members, or fraction thereof, in that subdivision. No more than one member of any department faculty shall sit in FPAC at a time. Deans and Assistant Deans shall not be eligible for membership. Members shall serve three-year staggered terms. A fraction of a term shall count as a full term. No member shall serve more than two consecutive terms.

3. Eligibility of Faculty Members for Elections:
   a. Faculty members shall have served a minimum period of three years on the General University Faculty to be eligible for membership on the Faculty Policy Advisory Committee.
   b. Staff Representation. To represent the Cooperative Extension Service on the Faculty Policy Advisory Committee will require that one hundred per cent of the candidate's salary shall be paid by the Service. This may include funds from county sources. To represent the College of Agriculture Teaching Staff and the Agricultural Experiment Station Staff will require that at least 50 per cent of the candidate's salary must be for teaching on the Academic Instructional Staff of that College and/or the Agricultural Experiment Station. To represent each of the other University subdivisions will require that 50 per cent of the candidate's salary must come from the subdivision concerned.

4. Changes in status affecting eligibility of committee members:
   a. Whenever the status of a member elected to represent a Staff or College shall change so as to make him ineligible under the qualifications designated in Article VIII, D, 3, he shall retain office only until the end of that fiscal year

unless his status shall revert, making him eligible at the beginning of the new fiscal year.

b. Whenever any member of the Faculty Policy Advisory Committee shall be unable to assume his committee responsibility for a period of two academic quarters, that member shall be considered to have vacated his position on the committee.

c. Whenever a vacancy occurs on the Faculty Policy Advisory Committee it shall be the duty of the Committee Chairman to notify the President, the Dean, or Director concerned, who in turn shall hold an election to fill the vacancy within thirty days.

5. Voting Membership of the Faculty:
   a. The faculty member shall vote for all representatives of his College of Staff.
   b. Voting responsibility lies within that College Faculty or Staff from which the faculty member draws the larger portion of his salary.
   c. In case the faculty member receives equal larger portions of his salary from two or more Staffs or Colleges, he will register his voting choice with the Deans or Directors concerned.

6. Elections: Elections to the Faculty Policy Advisory Committee shall be held in the spring quarter for the filling of vacancies to occur the next year. It shall be the duty of the President, Deans, and Directors, to provide for the election of staff members to fill Committee vacancies, the details of the election to be decided upon by each College or Staff.

7. Organization:
   a. Officers of the Faculty Policy Advisory Committee shall be Chairman, Vice Chairman and Secretary.
   b. The Officers shall be elected by the Committee at its first meeting in the autumn quarter, provisions for which shall previously have been made by the committee.

8. Meetings: The Faculty Policy Advisory Committee shall meet once each month or oftener at the call of the Chairman.

9. Operation:
   a. The Faculty Policy Advisory Committee shall be authorized to consider all policy problems of concern to the faculty and to make recommendations concerning them to the General University Faculty and to the administration. Matters for consideration may originate within the Committee, or they may be submitted to it in signed statements by the President, College-Level Policy Advisory Committees, Faculty organizations, or individual faculty members.
   b. The Faculty Policy Advisory Committee shall be authorized to establish such subcommittees, permanent or temporary, as may be necessary to deal with special types of problems and to meet changing conditions. Memberships of such subcommittees shall be determined and selected from the General University Faculty annually by the Faculty Policy Advisory Committee, except that any student members shall be appointed by the Student Senate. One member of the Faculty Policy Advisory Committee shall serve as a non-voting member of each subcommittee. Where such subcommittees are concerned with academic instructional matters, the membership shall consist of one faculty member from each academic instructional college. When such subcommittees are concerned with general faculty policy matters the membership shall consist of at least one from the Agricultural Experiment Station Staff, Cooperative Extension Service, and from future staffs of equal rank. Where appropriate, the Faculty Policy Advisory Committee may request noncollege faculty members to serve on its subcommittees.
   c. The list of subcommittees of the Faculty Policy Advisory Committee shall include at least the following:
      i. The Curricula and Instruction Subcommittee, which shall be charged with continuous study of all problems related to academic and curricular policy.

ii. The Personnel Subcommittee, which shall be concerned with such general policies as promotions, salaries, tenure, fringe benefits, academic freedom. At least one member of this committee shall be a member of the MSU Unit Committee of the Faculty Council of the Montana University System.

iii. The Co-Curricular Affairs Subcommittee, which shall be concerned with general policies governing the place and nature of noncurricular educational student activities, university public service and events, institution-community-state relations, and the like.

d. The Faculty Policy Advisory Committee is an instrument by which the faculty helps in shaping the policies and objectives of the University. Its existence shall in no way be interpreted to conflict with or supplant any administrative committees or individuals whose functions are to carry out and administer policy. However, wherever feasible, a working liaison should be arranged between each of the FPAC System committees and those administrative committees, boards, and individuals whose work is in its area of concern.

10. Reports and Recommendations:

a. Minutes shall be prepared of all meetings held by the FPAC, and copies of them distributed to the members of the FPAC, its subcommittees, and the college-level PACs; and to the President and Vice Presidents.

b. Minutes shall be prepared of all meetings held by the subcommittees, and copies of them distributed to their members, and to the Chairman and Secretary of FPAC.

c. The FPAC shall, before the end of spring quarter, issue a report to the Faculty summarizing the year's activity within the System.

d. The FPAC shall be authorized to issue additional reports and recommendations to the General University Faculty or the Administration when the need arises.

e. Each FPAC subcommittee shall report its studies and recommendations to the FPAC.

f. When a report or recommendation is not by a unanimous vote of the FPAC or a subcommittee, the majority and minority may present separate reports or recommendations.

g. One copy each of all minutes prepared within the system shall be sent to the FPAC secretary, who will deposit them in the System Archives in the University Library.

IX. Other Committees of the General University Faculty: As the need arises, other committees may be appointed by the President. When a decision of such committee is not a unanimous vote, the majority and minority members may present separate written reports to the President.

X. The Academic Council:

A. The Academic Council is the central institutional legislative council on curriculum. It is concerned chiefly with the academic soundness of the proposals and their coordination and integration into the total campus academic effort.

1. The duties of the Academic Council are to formulate academic policy, to represent the faculty in preliminary judgment of new curricular material, and in the development of that portion of the catalogue concerned with academic offerings; to pass on to the Curriculum Committee with complete minutes of proceedings those items which have been submitted by the departments to the Council and meet with their approval; to turn back to the departments with explanations those items deemed unsatisfactory or in need of modification. (See Right of Appeal, Section VII, D, 2.)

2. The membership of the Academic Council shall consist of the Vice President for Academic Affairs, Chairman; head or acting head of each academic department or school; one member of each department or school elected for two-year term by the staff of that department; academic deans or assistant deans are members ex officio. The Registrar or Assistant shall act as Secretary.

3. The Academic Council shall meet at the call of the Vice President for Academic Affairs.

XI. Parliamentary Procedure: All meetings shall be conducted under Robert's Rules of Order

XII. Methods of Adopting By-Laws: These By-Laws shall be put into effect by a majority of the ballots cast by the General University Faculty, subject to the approval of the President.

XIII. Method of Amending By-Laws:

A. Amendments to these by-laws may originate within the department, or college, or the University Administrative Council of the General University Faculty, or any unit of the Faculty Policy Advisory System.

B. Proposals for such amendments shall be submitted to the Faculty Policy Advisory Committee. A period of up to ninety days shall be provided for the Faculty Policy Advisory System to study the proposal. Upon completion of study, the Faculty Policy Advisory Committee shall either submit the proposal to the General Faculty for a vote, or return the proposal to the initiating body with explanation or recommendation for alterations. If FPAC returns the proposal to an initiating group, that group may:

1. Accept the recommendations made by FPAC, or prepare, along with FPAC, a mutually acceptable revision, in which case the revised proposal will be submitted to the Faculty for a vote; or
2. Resubmit the proposal with a petition containing the signatures of ten (10) per cent of the General University Faculty, and FPAC shall submit it to the Faculty for a vote, accompanied by such recommendations as FPAC sees fit to make.

C. Amendments and alterations to the By-Laws shall be submitted to the membership of the General University Faculty thirty days before voting. Adoption or rejection shall be in accordance with Article XII of these By-Laws.

APPENDIX II

Constitution of Montana State University For Representative Governance

(Adopted by Vote of the Faculty, June 1974)

PREAMBLE

Whereas the ultimate authority in the governance of Montana State University is vested in the Board of Regents under the Constitution, and whereas the President, as general agent of the Board, is the chief executive of Montana State University to whom authority is delegated to administer or execute policies approved by the Board, and whereas recommendations for changes in existing policies, or other matters, are submitted by the University community to the President and through him to the Board of Regents, we the faculty of Montana State University do hereby establish a University Council to facilitate communication and cooperation among the faculty, the students, and the administration in this policy-making process, in order that we may promote the continued improvement of higher education at Montana State University. Further, we do hereby affirm that the interests of an open, equitable, and viable University will best be served by bringing into the policy-making process broad-based representation of junior as well as senior faculty and administrators, women, minorities, and students.

ARTICLE ONE: POWERS OF THE UNIVERSITY COUNCIL

Section One: Power of the University Council to Initiate Legislation

Subject to the approval of the President and the Board of Regents, and to the right of the faculty of the University to review or appeal its decisions, the University Council has the power to initiate legislation in the following matters:

1. Standards of admission and dismissal of students, courses and curricula offered, degree requirements and approval of degree candidates, honors and honorary degrees, academic calendar;
2. Policies and procedure regarding appointment, reappointment, decision not to reappoint, dismissal, promotion, tenure and leave of academic faculty, academic freedom and responsibility.
3. Long-range goals and planning for the University; and
4. Standards and procedures for evaluation of faculty and departmental review.

In the above matters, Presidential veto of University Council legislation shall not be without the cause being stated in writing to the Council.

Section Two: Power of the University Council to Review and Recommend

The University Council shall participate in the formation of policy through review of proposed administrative action and through initiation of recommendations for administrative actions in the following matters:

1. Development of budgetary guidelines;
2. Selection and review of administrative personnel; and
3. Policy regarding publications, public relations, relations with the legislature, and the public service responsibility of the University.

In the above matters, proposed policy decisions should be submitted by the administration to the University Council for review.

Section Three: Relation of the University Council to the Board of Regents
In any of the matters listed in Sections One and Two in which a decision of the Board of Regents is required and the President's recommendation differs from that of the University Council, the President shall submit the recommendation of the University Council with his own for consideration by the Board.

Section Four: College Councils
In every college of the University, representative councils should be formed to function in an advisory capacity to the college dean, including student representation. The structure of the college councils is to be determined by the constituency of the college. If the dean of the college does not call an organizational meeting to constitute a college council within sixty (60) days after the adoption of this constitution, the University Council may call such a meeting. None of the powers granted to the University Council are limited by the existence of college councils.

Section Five: Departmental Councils
In every department of the University containing persons with academic rank, representative councils should be formed to function in an advisory capacity to the department or other head, including student representation in the case of academic departments granting degrees. The structure of departmental councils is to be determined by the constituency of the department. If the department or other head does not call an organizational meeting to constitute a departmental council within sixty (60) days after the adoption of this constitution, the University Council may call such a meeting. None of the powers granted to the University Council are limited by the existence of departmental councils.

ARTICLE TWO: COMPOSITION, TERMS, ELECTIONS, AND VACANCIES
Section One: Composition
1. The University Council shall consist of forty-five (45) members, thirty-nine (39) of whom shall be elected from the following areas of representation:
   A. Twenty-seven (27) - academic faculty.
   B. Two (2) - additional members from the President's Forum other than those listed in (2).
   C. Ten (10) - students, (graduate students numbered in proportion to the whole).
2. The President, Vice-Presidents, President of ASMSU, and President of the Graduate Students Organization shall be statutory voting members of the University Council.
3. The twenty-seven (27) seats designated to the academic faculty shall be allocated among the College of Agriculture, College of Engineering, College of Education, College of Letters and Science, College of Professional Schools, Independent Departments, and Cooperative Extension Service and any other academic division that may be established, in proportion to their resident full-time equivalents. Such procedures shall provide for appropriate representation of women and minorities. No more than two (2) representatives shall be elected from any one department. (Addendum 1.)
4. Without regard to time in service, all full-time academic faculty members with rank of instructor and above, except those serving in administrative positions higher than department head, are eligible for election to the University Council. Student members must be registered and paying full-time fees to serve.

Section Two: Terms
All elected faculty members shall serve a term of three (3) years and be eligible for re-election. One-third of the faculty representatives shall be elected each year with members taking office in the fall. Student members shall serve one-year terms and be eligible for re-election. No Council members may be elected to more than two (2) full terms consecutively.

Section Three: Elections
1. All administrative, teaching, and research staff holding academic rank and having at least half-time appointments are eligible to vote in elections for faculty Council members. Those with evenly divided appointments shall choose the college in which they will vote.
2. Academic faculty members shall be nominated and elected according to initial procedures established by the University Council.
3. Student members shall be nominated and elected according to initial procedures established by the Student Senate. In order to vote for their representatives to the University Council, students must be registered at Montana State University.
4. University Council elections shall be held during Spring Quarter at the same time in all constituencies. The time, place, and manner of holding Council elections shall be determined by the Council.

Section Four: Vacancies

1. Council members temporarily absent from a meeting may designate in writing any University Council member to serve as proxy on all issues.
2. Vacancies due to death, resignation, or inability to perform the duties of office, which arise between annual elections, shall be filled by special elections of the constituency concerned.

ARTICLE THREE: ORGANIZATION AND OPERATION

The University Council shall have the power to organize itself and to make all By-Laws and regulations necessary for its own proceedings, except as restricted by this Constitution.

Section One: Officers

1. The officers of the University Council shall include a Chairman, a Vice-Chairman, and a Secretary.
2. The Chairman of the University Council shall be elected by and from the membership of the University Council, and he shall preside over its meetings. The Chairman or his designated representative shall also attend Board of Regents meetings.
3. The Vice-Chairman of the University Council shall be elected by and from the membership of the University Council, and he will assume the duties of the Chairman in the absence of the Chairman.
4. The Secretary shall be a member of the faculty eligible for election to the University Council, and shall be selected by the University Council for a three-year term and shall be eligible for re-election. If the person chosen is an elected member of the University Council, his seat thereby becomes vacant and shall be filled in the usual manner.
   A. The Secretary shall be an ex officio non-voting member of the University Council.
   B. The Secretary's duties shall include, but not be limited to, the preparation and distribution of agenda materials for the University Council and its committees, the certification of election results, and processing of petitions, and the preparation and distribution of records of University Council actions. The Secretary shall also be responsible for the re-apportionment of the Academic Faculty seats at least sixty (60) days prior to the election of University Council members and for determining the number of Council members to be elected from each constituency.

Section Two: University Council Committees

1. Except for the stipulations herein provided, the University Council shall have the power to determine the number and size of its committees and the terms of office of committee members. Such procedures shall provide for appropriate representation of women and minorities. Faculty representation is required on all standing committees. University Council committees are the Council's means of expediting business, and findings and recommendations of committees are not final until enacted by the Council.
   A. Anyone qualified to vote may be elected or appointed by the University Council to its Standing Committee or Subcommittees.
   B. Nominations for committee membership shall be submitted to the University Council by the Committee on Committees, but additional nominations may be made from the floor.
   C. Chairman of each Standing Committee shall be elected or appointed from members of the University Council by members of the University Council. Other officers shall be elected by members of each Standing Committee.
   D. Each subcommittee shall be empowered to elect its chairman and other Officers from members of the sub-committee.
   E. Except for the Committee on Faculty Affairs, Committee on Conciliation, and the Unit Committee of the Faculty Council, at least 25 percent of the members of all Standing Committees shall consist of students.
   F. The Chairman of each Standing Committee shall be the official Committee representative to the University Council, and shall be responsible for submitting a Committee report to the University Council upon request of the University Council Chairman. The Standing Committee chairman may also request that one or more members of the Committee be present when reporting the activities of the Committee to the University Council.
   G. The Chairman of each sub-committee shall be the official Committee representative to each Standing Committee, and shall be responsible for submitting a Committee report to the Standing Committee upon the request of the Standing Committee Chairman. The sub-committee chairman may also request that one or more members

of the Committee be present when reporting the activities of the Committee to the Standing Committee.

2. Standing Committees

A. Steering Committee

1. The duties of the Steering Committee shall include matters relating to agenda, referral, voting, and elections. The Steering Committee shall also act as an emergency advisory council to the President, and it may serve as a Summer Executive Committee to carry out functions delegated to it by the University Council.
2. The Chairman, Vice-Chairman, and Secretary of the University Council shall, **ipso facto**, be members and officers of the Steering Committee. It shall include a Vice President of the University and four additional faculty members from University Council and four student members of University Council, three of whom shall be under-graduates. If a woman or minority faculty member is not appointed to this committee, the Affirmative Action Officer shall automatically be appointed, in addition to the four faculty, with full voting privileges.

B. Committee on Committees

1. Nominates committee members to be elected by the University Council.
2. Studies the effectiveness of the various committees in performing their avowed functions.
3. This committee shall be cognizant of the requirements for affirmative action in nominating committee members. Special emphasis shall provide for appropriate representation of women and minorities on all committee nominations.
4. This committee shall determine the tenure and replacement procedure for each standing committee.

C. Student Affairs Committee

1. The Undergraduate Student Affairs Committee

a. The Undergraduate Student Affairs Committee shall be concerned with matters of policy relating to undergraduate student rights and responsibilities, financial aids, conduct, housing, and under-graduate student organizations. Permanent voting members of this Committee shall be the Dean of Student Affairs and Services and the Director of On-Campus Living.
b. At least 75 percent of the Undergraduate Student Affairs Committee shall consist of undergraduates. The Chairman shall be the President of the Associated Students of Montana State University.

2. The Graduate Student Affairs Committee

a. The Graduate Student Affairs Committee shall be concerned with matters of policy relating to right, responsibilities, financial aids, and housing of graduate students. In addition, it shall be concerned with policy relating to appointment, remuneration, and duties of Research, Teaching, and Staff Assistants.
b. The Chairman shall be president of the Graduate Student Organization, if any, or a graduate student who is an elected member of the University Council. Permanent voting members of this Committee shall be the Dean of Graduate Studies and the president of the Graduate Student Organization.

D. Faculty Affairs Committee

1. The Faculty Affairs Committee shall consider matters of policy relating to promotion, tenure, and leave. It shall also consider matters of policy relating to standards of performance, professional ethics, faculty rights and responsibilities, academic freedom, affirmative action, faculty compensation, and benefits.
2. The Faculty Affairs Committee shall establish criteria and make available, written evaluation forms, approved by the University Council, by which faculty members may be evaluated by students, and by the appropriate department head.

The faculty member's evaluation by the department head shall be reviewed by the department head and the faculty member in a conference scheduled prior to recommendations to the dean for retention, non-retention, promotion, or salary increase.

3. Permanent voting members of this Committee shall be the Vice-President for Academic Affairs and the Vice-President for Administration.

E. Committee on Conciliation

1. The Committee on Conciliation, at the discretion of the President, or after normal administrative channels have been exhausted, shall at the request of the faculty of any college, or of any individual faculty member affected, investigate promptly any important problem involving any faculty member in his relationship to the University. It shall be its duty, after careful investigation, to offer counsel to the President and/or to the person or persons concerned. If conciliation seems feasible to the Committee, the faculty member affected and the administration may each appoint another member of the faculty to this Committee for the consideration of this case prior to being submitted to the University Council.
2. This Committee shall consist of three (3) of the **voting Academic Faculty** elected by the University Council by secret ballot upon nomination by the Committee on Committees, which shall furnish twice as many names as persons to be elected. Not more than one (1) member of any college faculty shall be on the Committee at the same time. The term of membership shall be three (3) years, one (1) person shall be elected each year for a three-year term. Members may be re-elected to this Committee.

F. University Planning and Budget Review Committee

The University Planning and Budget Review Committee shall be concerned with matters of policy relating to long-range planning, building programs, space utilization, traffic control, and budget review. Permanent voting members of this Committee shall be the president, the Vice-President for Academic Affairs, the Vice President for Administration, the Vice-President for Research, and the Graduate Dean.

G. Library Committee

The Library Committee shall be concerned with matters of policy relating to library facilities and services. Permanent voting member of this Committee shall be the Director of Libraries.

H. Public Services and Community Relations Committee

The Public Services and Community Relations Committee shall be concerned with matters of policy relating to the extension, continuing education, research services, and community relations activities of the University. Permanent voting members of this Committee shall be the Director of Extension, the Dean of Agriculture, Director of Extension and Community Service, Director of Office of Information, and the Vice-President for Research.

I. Unit Committee

(Since a change in this committee is pending before the faculty at present, this section will not be completed. However, it shall reflect the results of the present balloting.) This committee, no matter how constituted, shall report to the University Council.

J. The Department Evaluation Committee

The Department Evaluation Committee is established as a permanent agency of the faculty of Montana State University.

1. The Committee shall conduct a periodic review and evaluation of the academic programs and educational standing of the several departments of the University for the purpose of assisting them in achieving academic excellence. Each department of instruction shall be reviewed and evaluated in a manner, and to the extent established by the University Council, not less frequently than once each five (5) years.
2. The Committee shall arrange its own agenda of business and determine the order of priority of department evaluation proceedings. It shall determine the methods and procedures to be followed in discharging its responsibilities, and may:

   a. Cooperate with and consider the findings of Committees or agencies engaged in college or department reveiws;

b. Request and receive assistance and cooperation in furtherance of its responsibilities from students and members of the faculty.

3. The Committee shall establish criteria and make available for each full-time department faculty member, a written evaluation form, approved by the University Council, by which the head of academic departments may be evaluated. These forms shall be distributed to the specific faculty on the same date once each year and returned by the faculty member directly to the appropriate dean who shall provide for confidential compilation of evaluations. The results of the evaluation shall be forwarded to the appropriate dean and to the head of the department.
4. The Committee shall maintain the confidentiality of records and files to the maximum degree permitted by law. Before a final evaluation is made by the Committee relating to any department, a tentative draft thereof shall also be submitted to the dean and department head for confidential review and response. A copy of the Committee's final evaluation report relating to any department shall be submitted to the head of that department and to the appropriate dean for such action as they may deem appropriate, and a copy shall be sent to the Vice-President for Academic Affairs for his information. At convenient times, but not less than once each year, the Committee shall report its recommendations to the University Council.

K. Organization, Structure, and Administrative Effectiveness Committee

1. The Committee on Organization, Structure, and Administrative Effectiveness shall review the operation and effectiveness of the University Council, non-academic departments, the Administration, and make recommendations for improvements. The Committee shall also review, within a three-year period following the establishment of the University Council, the previously existing Committees not replaced by the Standing Committees and seek where judged appropriate, integration into the University Council.
2. The Committee shall establish criteria and make available, for each full-time faculty member, a written evaluation form, approved by the University Council, by which heads of non-academic departments, and administrators with a position higher than head of department may be evaluated. These forms shall be distributed to the faculty on the same date, not less frequently than once each five (5) years, and returned by the faculty member directly to the Chairman of the University Council who shall provide for confidential compilation of evaluations. The results of the evaluation shall be sent directly to:

   a. The person involved and to the President when deans, heads of non-academic departments and Vice-Presidents are involved; and
   b. To the President and to the Chairman of the Board of Regents when the President is involved.

L. Graduate Studies Committee

1. This committee shall report to the University Council. (Further description of the composition and duties of this committee must wait for the results of the presently pending ballot dealing with graduate faculty.)
2. A Standing Subcommittee of the Graduate Studies Committee shall be the Graduate Forum. The Graduate Forum shall include all members of the Graduate Faculty.
3. The Duties of the Graduate Forum shall be to review the proposals of the Graduate Studies Committee. All policy relating to graduate education must be approved by the general graduate faculty before it is submitted to the University Council for approval.

M. Research Committee

The Research Committee shall recommend policy with respect to administration of research funds and the enhancement of research opportunities. In addition, this Committee shall review research programs to insure the prudent use of research materials and objects and the physical safety of the University community. The Director of the Agricultural Experiment Station, the Director of the Engineering Experiment Station, the Vice-President for Research, and the Dean of the College of Graduate Studies shall be members of this committee.

N. Academic Affairs Committee

The Academic Affairs Committee shall be the Committee for reviewing all course and curricular matters. It shall study the curricular proposals, with respect to financial and administrative feasibility, and the relationship to the aims of the University. It shall concern itself with calendar, registration, undergraduate admission standards, graduation and scholastic requirements.

a. The Academic Affairs Committee shall review all curricular matters which are submitted by the Curriculum Affairs Standing Subcommittee, and to make recommendations for acceptance or rejection of these matters before they are submitted to the University Council for approval. In case of an adverse decision, a department may request a special hearing with the University Council.
b. The Committee shall be responsible for forwarding to the Vice-President for Academic Affairs the information relating to that portion of the MSU Bulletin concerned with undergraduate academic offerings.
c. Permanent voting members of this Committee shall be the Vice-President for Administration, the Vice-President for Academic Affairs, the academic deans, five (5) members of the voting academic faculty, and four (4) students.
d. Permanent non-voting members of this Committee shall be the Registrar and the Director of Libraries.

O. Bulletins and Handbook Committee

The Bulletins and Handbook Committee shall review and approve all major academic publications issued by Montana State University. Major University publications shall include the University Bulletin, Graduate Bulletin, Summer programs and the Faculty Handbook. Permanent voting members of this Committee shall be the Chairman of the Academic Affairs Committee, Graduate Studies Committee, Faculty Affairs Committee, the Vice-President for Academic Affairs, and the Director of the Office of Information.

Section Three: Meetings

Unless otherwise provided by the University Council, its regular meetings shall be held monthly during the academic year. Special meetings of the Council shall be held at the call of the President, the Chairman of the University Council, or petition of any ten (10) members of the Council. A majority of the elected members excluding proxies of the Council shall constitute a quorum for the transaction of business. All actions or recommendations of the Council shall be by majority vote including proxies of the elected members. Voting shall be by secret ballot if requested. All meetings will be held according to Robert's Rules of Order.

Section Four: Records and Agenda

1. The records of the University Council shall be kept by the Secretary for the use of the President, the members of the faculty, and the Council.
2. Each department head, all deans, and each member of the University Council shall receive a copy of the full agenda and a copy of the full minutes of University Council business. Each faculty member shall receive a summary of the agenda one (1) week in advance of regular meetings and a report of actions taken. When feasible, publication of the agenda in the staff bulletin will satisfy this requirement. The summary of the agenda should regularly contain an invitation to all members of the faculty to attend University Council meetings if they so desire.

ARTICLE FOUR: PETITION, REFERENDUM, RECALL, AND AMENDMENT

Section One: Petition

1. Any member of the University community may in his own right bring any matter of University concern to the attention of the University Council through a council member, through a University Council committee chairman, or through the Secretary of the University Council.
2. A matter of University concern may also be introduced for University Council consideration by a petition signed by 5 percent of the faculty members who are eligible to

vote in University Council elections, or by 5 percent of the under-graduate student body, or by 5 percent of the graduate student body, or by any combination of percentages of these three groups which totals 5 percent. Matters introduced by such petitions shall be considered by the University Council within sixty (60) academic days, excluding summer sessions.

Section Two: Referendum

1. Action of the University Council subject to referendum shall be submitted to a referendum vote of the faculty eligible for election to the University Council and/or to the undergraduate student body, and/or to the graduate student body upon submission of a referendum petition signed by one-third of the faculty members who are eligible for election to the University Council, or signed by one-tenth of the undergraduate student body, or signed by one-third of the graduate student body.
2. The University Council shall decide by majority vote to which group or groups the issue shall be submitted, except that in any case it shall be submitted to the group(s) originating the petition and to the faculty.
3. Actions of the University Council subject to referendum shall be confirmed unless each group voting rejects the action by a majority of those voting, and unless this majority consists of at least 30 percent of the total membership of the undergraduate students and at least 30 percent of the total membership of the graduate students, and at least 40 percent of the membership of the faculty group.
4. The Secretary of the University Council must be informed in writing of the intention to submit a referendum petition within two (2) weeks following notice by the University Council of its action, and compieted petition must be filed with the Secretary within six (6) weeks of such notice. University Council actions shall be in effect until the referendum petition has been successfully filed with the Secretary of the University Council. Actions of University Council rejected by referendum shall not be re-introduced for 365 days.

Section Three: Recall

There are no recall provisions for University Council Members.

Section Four: Amendment

1. This Constitution may be amended by a majority of the vote of the General Faculty voting, provided that a copy of any proposed amendment has been submitted by public notice at least twenty (20) days prior to the date of the University Council vote on the proposed amendment.
2. Council actions on Constitutional amendments are subject to the petition and referendum procedures.

ARTICLE FIVE: RATIFICATION

This Constitution, as approved by the faculty, shall be ratified by a simple majority of affirmative votes received from faculty having the qualifications, as set forth in this document, to vote in University Council elections. If this Constitution is ratified it replaces the Faculty Policy Advisory system. If this Constitution is ratified, the University, college, and department Councils shall replace the Faculty Policy Advisory Committees. Standing Committees shall replace existing counterparts, and other Committees shall be integrated into the University Council when feasible.

ARTICLE SIX: SCHEDULE

The President shall appoint an interim committee to conduct the initial election of the University Council, and to convene its first meeting. The initial election need not conform to the time specified in Article Two, Section Three, Paragraph Four.

ARTICLE SEVEN: EVALUATION

During the quarter following the third full year of University Council operation, those faculty having the qualifications to vote shall determine whether:

1. The University Council structure should be continued as it is then operating; or
2. A committee be constituted for the purpose of proposing modifications to the then existing structure; or
3. The University revert to the system of governance in effect at the time of the ratification of the University Council.

ADDENDUM I

Distribution of University Council Seats on the Basis of the 1971-72 Statistics

Unit	FTE's	Pct. Total FTE's	No. of Seats on FTE Basis*	
College of Agriculture (incl. Agr. Expt. Station)	119.27	15.77	4.26	(4)
College of Education	38.87	5.14	1.39	(2)
College of Engineering (incl. Eng. Expt. Station)	63.64	8.40	2.27	(2)
College of Letters & Science	176.26	23.31	6.29	(6)
College of Professional Schools	109.28	14.45	3.90	(4)
Independent Departments	108.68	14.37	3.88	(4)
Cooperative Extension Service	139.87	18.50	5.00	(5)
TOTALS	**775.87**	**99.94**		**27**

*The number of seats was determined by rounding off the actual values in number of seats calculated to the nearest whole number. If this resulted in a total of 26 seats, that unit whose number of seats calculated was less than, but closest to X.500 would have one more seat assigned. If this resulted in a total of 28 seats, that unit whose number of seats calculated was greater than, but closest to X.500 would have one less seat.

Explanatory note: The ballot which was submitted to the faculty contained the following statement: The University Council is viewed as the principal policy-making body of the University. To facilitate its work, there is a committee structure which permits it to avail itself of a broad spectrum of opinions and expertise. The committees are appointed by and report to the Council. It is envisaged that they will replace, in large part, current university committees. Specifically the faculty policy advisory system (department, college and faculty policy advisory committees) is replaced by the University Council. In addition, for example, the faculty affairs committee replaces the personnel committee and part of the budget committee; the committee on conciliation replaces the service committee; the University planning and budget review committee replaces all present research committees; and the academic affairs committee replaces Academic Council and the present curriculum committee.

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